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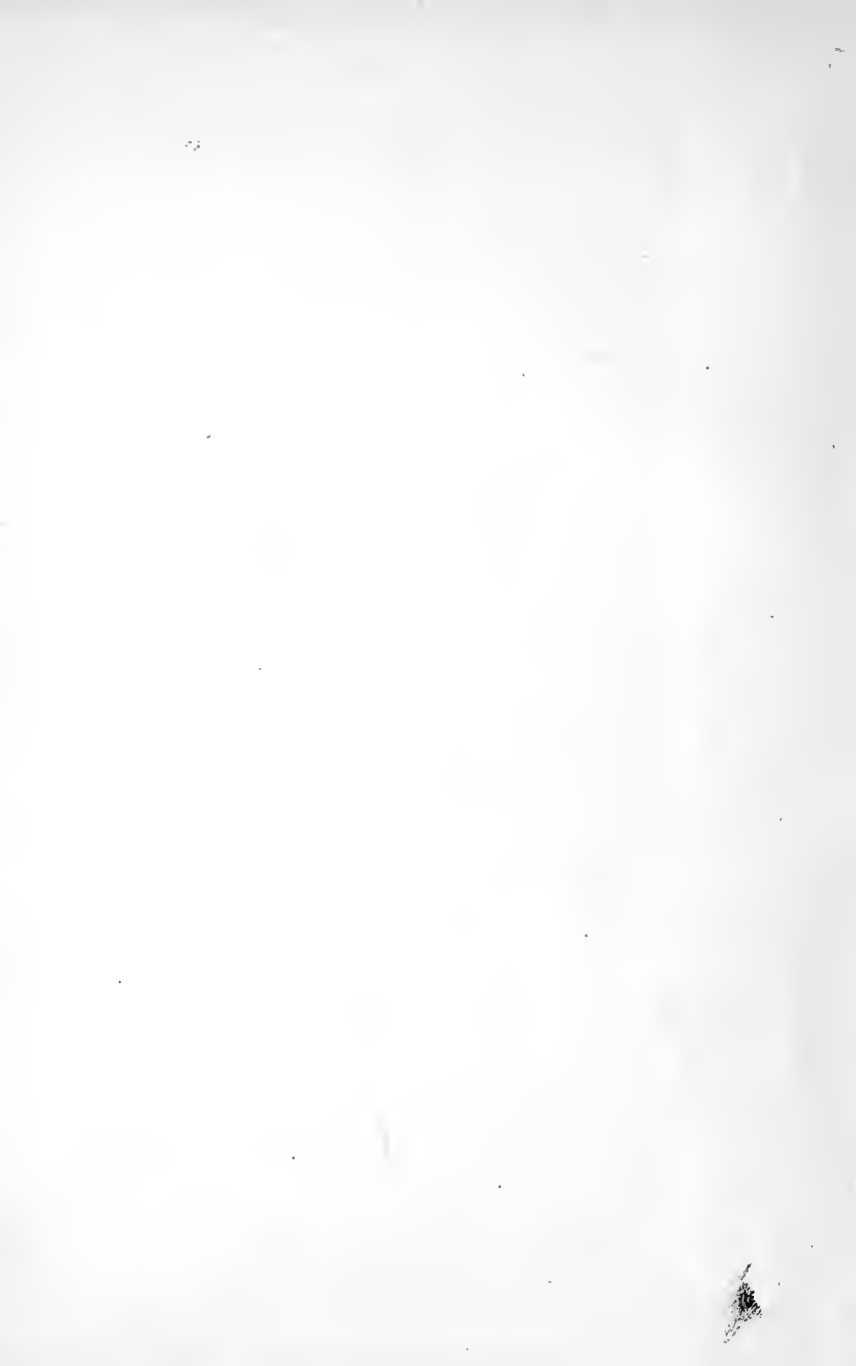
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ECLECTIC SHORTHAND

FOR

GENERAL USE AND VERBATIM REPORTING

BY

J. G. CROSS, M.A.

REVISED EDITION

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PREFACE

Since the last revision of the text-book of Eclectic Shorthand, methods of teaching have radically improved. To keep the book well abreast of the times, the present revision has been made.

In general it may be said that the revision is one of arrangement and form only; the fundamental principles of the system remain unchanged. A constant effort has been made to secure brevity and condensation together with clearness. A method of treatment has been adopted that is practicable and that will materially lessen the work of the teacher. The order of presentation has been rearranged; the body of the book has been divided into chapters by subjects rather than into lessons for assignment, since the daily work of different classes varies greatly; and a further division into sections numbered consecutively throughout the book has been made.

The Introduction consists of fundamental definitions and explanations concerning the theory of shorthand in general and particularly Eclectic Shorthand. This is for reference use mainly, but it can well be given the definite consideration of advanced students.

The body of the book falls into three general divisions. The first division, Chapters I-XIII, establishes the alphabet, the vowel and consonant positions, and the coalescents. The modification in the size of different classes of letters to imply following letters is introduced in connection with each class, thus from the beginning requiring exactness in form. The abbreviation of a few common words and the phrasing of some simple expressions find a natural place among the fundamentals of these first chapters.

The second division, Chapters XIV-XXV, discusses in full the various means of implying letters or syllables by modification in size and direction of preceding letters, or by the various devices of hooks, loops, retracing, etc. This permits the work in phrasing to be extended to include words involving modified letters. A

comprehensive treatment of the writing of words beginning with *ex* and a review exercise for implied letters end this part.

The third division, Chapters XXVI-XXXVII, is concerned with abbreviation, in single words and in phrases. Lists of fifty and one hundred of the commonest words in English, and of others so frequent as to make shortened outlines desirable, are given first place. The long words of the language are provided for by a comprehensive study of prefixes and terminations, after which follow the final chapters, devoted to a full treatment of phrasing.

Throughout the entire book illustration has been employed freely, and the words comprising these illustrations have been selected as actually exemplifying the principle under discussion and as typical of fair English. Writing exercises, to be prepared by pupils out of class and submitted to the teacher for critical inspection, are frequent and full, and consist of disconnected words and complete sentences. Here again the words have been selected with reference to their appropriateness at the places given, while the sentences, including words written by all preceding principles, furnish constant review. In all writing, whether for illustration or for practice, great care has been taken to avoid words involving a knowledge of principles not yet presented.

Supplementary reading exercises have been prepared from material selected from business letters and court testimony. In these will be found illustrated the principles discussed in preceding pages. Keys have been given for one or two pages of each class of material to assist the student in grasping peculiarities.

For dictation work in class, the words of the illustrations and writing exercises are in the author's opinion better than outside material, although, perhaps, less interesting. More lasting gain will result from the writing of five words ten times each, than from the writing of fifty words once. Therefore, in dictation to a class it is best to pronounce one word at a time, allowing one or two minutes for the class to fill a line in a note-book with the repeated outline of that word before pronouncing a second. When an outline has once been learned correctly, it is impossible for the writing of it to become too automatic, or the recognition too certain.

In this revision there will be found instances of two different

writings of one word. Investigation will discover that both of these writings are in strict accord with principles, and the teacher may safely permit his pupils to adopt the one best suited to them individually. The same principle of recognition of individuality obtains in the matter of phrasing. The simple, common phrases written by the three different methods should be thoroughly learned by every pupil, but beyond this, insistence should not be carried. Eclectic Shorthand lends itself with peculiar ease to phrasing, and with most writers the combination of words into continuous outlines is a means of acquiring speed so valuable as to seem almost necessary. But on the other hand it has been demonstrated by the severe test of professional court reporting that rapid verbatim writing with full outlines is not only possible but preferable to some writers. To such as these, therefore, prolonged drill in advanced phrasing can yield no gain. The teacher should use his own judgment, not Procrustean methods, in teaching phrasing.

The changes and additions to the system which have been incorporated into this revision are in the treatment of the following points:

1. Means of representing diphthongs.
2. The circle when medial and final; *sh* and *ch* when medial and final.
3. The implying of *way*, *we*, *with*, and *would*.
4. The representing of *ward*, *word*.
5. The *ns* hook.
6. The compound prefixes of *com* and *con*; prefix signs written across.
7. The prefixes *dis* and *re*.
8. Compound suffixes in *tion*.
9. The terminals *ment*, *entment*.
10. Terminals previously written across.

These modifications are for the purpose of saving time and do not, in any sensible degree, impair the legibility of the words in which they occur.

The illustrative shorthand in the book has been written by the author, not engraved. It thus represents actual freehand work, and is to be used for comparison rather than for rigid specimen copy.

Acknowledgment is made to all Eclectic writers who during the past years have used the system and by their correspondence and counsel have helped the author to bring about the present revision. But special thanks are due to the principals of a few of the leading commercial institutions of the country for their wise suggestions and to their teachers in this special department for their kindly criticism and painstaking assistance. In this latest revision of his book the author is gratified to combine with his own theory and experience the results of the experience of others.

DECEMBER, 1902

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ECLECTIC SHORTHAND

INTRODUCTION

FUNDAMENTAL DEFINITIONS

1. **Shorthand.**—Shorthand writing is a brief and quick method of writing words. Phonography, Tachigraphy, Stenography, and Brachygraphy are all names for different methods of shorthand writing.

2. **Words.**—Whether spoken or written, words are signs of ideas. Spoken words are composed of elementary sounds. Written words are composed of signs of elementary sounds.

3. **Letters.**—The signs of elementary sounds are called letters, sound-signs, and phonograms. In this book they are called by their common name, letters.

4. **Alphabet.**—An alphabet consists of signs of the elementary sounds.

5. **Syllables.**—A syllable is a short word or a distinct part of a word, comprising either a vowel, or a diphthong, or a vowel combined with one or more consonants.

6. **Shorthand Alphabet.**—A shorthand alphabet represents the elementary sounds by brief signs. A shorthand letter is a letter of the simplest possible form.

7. **Shorthand Syllable.**—A shorthand syllable is a combination of shorthand letters, or some contracted character representing such combination, a sign of the sounds comprised in the syllable.

8. **Shorthand Word.**—A shorthand word is a combination of its syllabic sound-signs, or even a briefer representation of them; a sign of the sounds which are comprised in the word.

9. **Sound-signs.**—There are, therefore, three classes of sound-signs in shorthand; viz., alphabetic, syllabic, and verbal.

10. **Orthography.**—In the common spelling and writing some sounds are represented by combinations of letters arbitrarily arranged; as in *bright*, the silent *gh* follows the long vowel, while

in *thought* it follows a short vowel. In *receive*, *i* is placed after *e*, while in *believe* it is placed before it. Such arbitrary provisions encumber our orthography, making it difficult.

11. Shorthand Spelling.—The shorthand writing of a word is the expression of its utterance by its sound-signs only, or by some abbreviated representation of their combination.

12. Classes of Letters.—A shorthand alphabet being a representation of the elementary sounds of a language, comprises the three classes of letters,—vowels, diphthongs, and consonants.

13. The Vowel.—A vowel is the sound produced by the vibration of the vocal cords in the expulsion of full breath from the lungs, called *tone*. The several vowels are produced by modifications of the tension of the vocal cords by the muscular action of the larynx upon them as breath is being emitted. The vowel is pure voice tone, and is the chief element in every syllable.

14. The Diphthong.—A combination of two vowel sounds, beginning with one vowel and ending with another, is called a *diphthong*. The diphthongs used in Eclectic Shorthand are *au*, *ou*, *eu*, *oi*, and *oo*; the first four are also spelled *aw*, *ow*, *ew*, *oy*.

15. The Consonant.—Consonants are of two classes; viz., distinct whispered sounds formed by the action of the external organs of speech, and those combining slight action of the vocal cords with the whispered sound. The letters of the first class are called *surds*, meaning “without tone,” and are *c* or *k*, *f*, *h*, *p*, *s*, *t*, *w*, *y*, *ch*, *sh*, *th*. Those of the second class, called *sonants* because of their voice quality, are *b*, *d*, *g*, *j*, *l*, *m*, *n*, *r*, *v*, *zh*, *dh*, *ng*.

16. Office of the Consonant.—No single or double consonant represents either a syllable or a word. The office of consonants is to aid in the formation of vowels into distinct syllables and words, as the word *consonant* (con-sonant) meaning “together with sonants, voice, vowel.” A system of shorthand which is so constructed that it must rely chiefly upon consonants to represent words, is therefore at variance with the structure and philosophy of speech.

17. Coalescent Consonants.—When two consonants combine in one sound, as *pr* in the word *pray*, *cl* in *clime*, they are called *coalescents*; but when they simply follow each other, as *nd* in *and*, *rl* in *furl*, they are called *concurrent* consonants, as they together help to form with the vowels new syllables; as *an*, *and*, *ten*, *tend*.


In this system each pair of coalescent consonants is represented by a single letter or digraph; that the writing may conform to their pronunciation, any two consonants or vowels forming a union of sound are represented by a single letter. Most pairs of concurrent letters, whether two consonants or consonant and vowel, are written as a unit, making the system almost purely syllabic.

18. Double Consonants.—A double consonant is two consonants represented by one letter; as *x*, which is *ks*, and *q*, which is *kw*. In shorthand any two consonants which are represented by one character, whether they are coalescent or merely concurrent, are called a double consonant.

19. Sounds of the Vowels.—Each vowel has a short and a long sound. In shorthand it is generally sufficient to rely upon the context to indicate whether it is short or long. However, in those cases in which the precise sound is important, a dot is placed above the vowel to indicate its long sound, or is placed beneath it to make it a diphthong.

20. Alphabetic Letters.—The Eclectic Shorthand alphabet represents in full the English alphabet, and has also letters for *sh*, *ch*, *wh*, *th*, *zh*, and *ng*.

21. The c, q, and x.—The letters *c*, *q*, and *x*, which are omitted from the alphabets of most systems, are herein represented. The use of letters for *q* and *x* is briefer than to write them by *kw* and *ks*, as is done in other systems; their use also gives greater simplicity and distinctness to words in which they occur.

22. The c and k.—In the use of *c* for *k*, we follow the Spelling Reform Association alphabet. The same letter is used for both *c* and *k*, representing the *c* in *can* and the *k* in *kick*. The sound of *c* in *face* is written by *s*. When *c* and *k* must be distinguished as alphabetic letters, a dot is placed underneath to indicate *k*;  *c*, *k*. The letters *ch*, as in *chord*, and *ck*, as in *back*, are written by *c*.

23. The Soft g.—Soft *g* is represented by *j* and by a special writing of alphabetic *g*.

24. Purely Phonetic.—These alphabetic provisions make the system a pure, definite, reliable, phonetic medium for recording speech.

25. Force of Habit.—While shorthand represents words as pronounced rather than as spelled, it is still natural for the

learner, to some extent, to adhere to the common orthography until thought and practice have fully revealed the shorter way; as *tho* for *though*, *sa* for *say*, *tha* for *they*, *hi* for *high*, *ech* for *each*, *laf* for *laugh*, *ethr* for *either*, *ad* for *aid*, *thru* for *through*, *fors* for *force*.

26. Approximate Writing.—While the writing of Eclectic Shorthand is phonetic, still it is impracticable to write all the sounds of most words as rapidly as they are uttered, even with all the alphabetic contractions that may be devised, and therefore many words are further contracted; as *famn* for *famine*, *comn* for *common*, *sumn* for *summon*, *womn* for *woman*, *wimn* for *women*, *gamn* for *gammon*, *fremn* for *freeman*. No system of shorthand is fully phonetic; all systems abbreviate as much as possible.

27. Full Phonetic Writing.—The following are a few illustrations of full phonetic writing: *rit* for *write*, *wright*, *rite*, *right*; *brit* for *bright*; *nit* for *night*; *lit* for *light*; *sit* for *sight*; *tit* for *tight*; *thot* for *thought*; *brot* for *brought*; *sot* for *sought*; *bo* for *bow*, *beau*; *ad* for *aid*, *add*; *ech* for *each*; *erth* for *earth*; *et* for *eat*; *ethr* for *either*, *ether*; *sic* for *sick*; *thic* for *thick*; *qic* for *quick*; *nethr* for *neither*, *nether*; *rathr* for *rather*; *gathr* for *gather*; *bothr* for *both*; *jus* for *juice*; *bruz* for *bruise*, *brews*; *yeld* for *yield*, *yelled*; *hu* for *who*; *enuf* (*enf*) for *enough*; *tuf* for *tough*; *sluf* for *slough*; *cof* for *cough*. The teacher may need to give some pupils multiplied similar illustrations until they fully realize the difference between the spoken and the written word; or more exactly, between the word as spelled or spoken, and as written in shorthand.

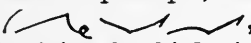

28. Three Principles.—Eclectic Shorthand has, in common with other systems, three general principles; viz., (1) a simplified alphabet, (2) simplified spelling, (3) contractions, by which several letters, a syllable, or a word, may be represented by a single letter.

29. Simplified Alphabet.—Each letter is represented by a single line instead of several lines; as — *m*, / *a*, / *t*. If the longhand alphabet is written in full, it requires at least one hundred and twelve lines, while the shorthand writes each letter by a single line. Thus the alphabet alone greatly lessens the number of writing movements.

30. Simplified Spelling.—Omitting silent letters and all others that may be dispensed with decreases greatly the number of letters

to be written. The use of these two principles only, simplified alphabet and simplified spelling, would greatly abbreviate writing.

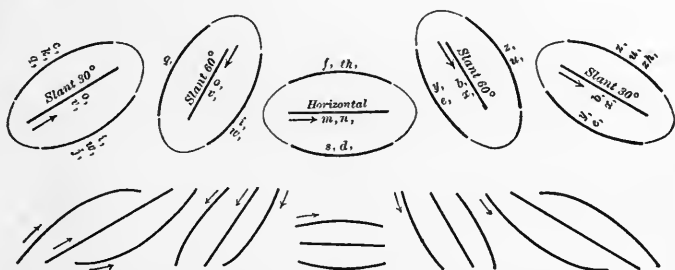
31. Contractions.—Various means are provided by which two or more letters, or a syllable, or a word, may be written by one letter.

32. Illustration.—We will illustrate the application of these three principles in the writing of the words, *a very bright thought*. These words, as written in longhand, require eighteen letters and sixty-three pen movements, or lines. Applying the second principle, simplified spelling, we reduce the letters to thirteen,—*a very brit thot*. Applying the first principle, that is, writing them by shorthand letters, , we reduce the number of lines to eleven. Applying the third principle, writing them according to the principles of Eclectic Shorthand, , the words are reduced to four easily connected cursive lines, the same number as there are in the script *a*, and which are as legible to the Eclectic stenographer as longhand writing is to the English scholar.

CHARACTERS AND THEIR SOURCE

33. Chirographic Ellipse.—The alphabetic characters used in this system of shorthand are arcs and chords of the chirographic ellipse, from which source are also derived the lines from which the common longhand alphabet is built.

34. Arcs and Chords.—The following figures and lines show the arcs and chords which are used in the alphabet of this system of shorthand:



35. Directions.—These lines stand in three directions; viz.,

HORIZONTAL

FORWARD-SLANT

BACK-SLANT



36. Lengths.—Each line is used both short and long, thus doubling the number of lines.

SHORT LINES



LONG LINES



37. Differentiation.—Each line has three differentiating features; viz., form, direction, length.

38. Perpendiculars Not Used.—There are no perpendicular characters, such as are used in other systems, but some characters are more nearly erect than others. The natural action of the hand in forward-slant longhand writing draws upward lines at a lesser slant than downward lines; in back-slant longhand writing, also, the upward lines stand the more upright.

39. Degrees of Slant.—The degree of slant of the upward lines in the forward-slant and of the corresponding lines in the back-slant is thirty degrees from the horizontal, while the slant of the downward lines is about sixty degrees. The two general directions of the lines in shorthand should conform in their degrees of slant with the similar lines in longhand. The following diagrams illustrate the degrees of slant of both upward and downward lines in each direction:

FORWARD-SLANT



BACKWARD-SLANT



40. Law of Motion.—This law of movement, adopted from longhand, is peculiar to this system, and is important. The motions on which it is based being so like those used in longhand, to which, from long practice, we have become accustomed, are much easier, and correct writing of the characters is much more certain, than in those systems which employ perpendicular characters in connection with backward, forward, and horizontal characters. The combining of the perpendiculars with the three other classes produces an irregular and unnatural action of the hand, very difficult either to acquire or to sustain in rapid writing.

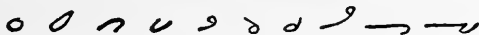
41. Lines Common to Writing.—In longhand there are upward, downward, and horizontal lines of various lengths occurring in regular order. In this system of shorthand there are upward, downward, and horizontal lines similar in form, direction, and length to those of forward longhand; and, in addition, downward lines similar in form, slant, and direction to those of the back-slant longhand.

42. Classification.—The characters are divided into two general classes; viz., *linear characters*, those having length only, and *surface characters*, those having both length and breadth. The surface characters comprise the two hooks, two circles, and three circles differentiated by the different ticks beginning them.

LINEAR CHARACTERS



SURFACE CHARACTERS



43. Movement.—All the curves being derived from the ellipses, rapid practice in the formation of continuous ellipses is of much value to the shorthand student. The following exercises should be practiced at a rapid rate daily, until a power of two hundred or more continuous revolutions a minute can be sustained:

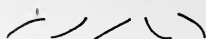
MOVEMENT EXERCISES



THE ALPHABET

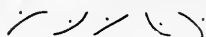
VOWELS

a i o e u



LONG VOWELS

a i o e u



DIPHTHONGS

au oi oo eu ou

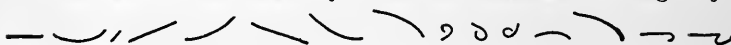


CONSONANTS

b c d f g h j k l m n p q



r s t v w x y z sh ch wh th zh ng nj



COMPLETE

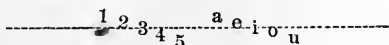
Small Letter	Capital	Small Letter	Capital	Small Letter	Capital
a	✓	l	✓	w	✓
b	✓	m	✓	x	✓
c	✓	n	✓	y	✓
d	✓	o	✓	z	✓
e	✓	p	✓	sh	✓
f	✓	q	✓	ch	✓
g	✓	r	✓	wh	✓
h	✓	s	✓	th	✓
i	✓	t	✓	zh	✓
j	✓	u	✓	ng	✓
k	✓	v	✓	nj	✓

CHAPTER I

WRITING WORDS WHICH BEGIN WITH CONSONANTS

1. Two Alphabets.—There are two alphabets in this system, a visible and an invisible or implied alphabet. The visible alphabet, seen on the preceding page, consists of simple and modified lines each of which represents a letter or sound. The invisible alphabet consists of positions assumed with reference to the ruled line of the paper, each position representing one or more letters or sounds.

2. The Vowel Positions.—The ruled line is taken as the central position and is used to represent *i*, the most frequent vowel in oral speech. Two positions are assumed above the line and two below. For convenience in referring to these five positions, they are numbered consecutively from the top downward. Each position represents a vowel with both its short and long sounds and its diphthong; position 1 represents *a*, *au*, *aw*; 2—*e*, *eu*, *ew*; 3—*i*, *y*, *oi*, *oy*; 4—*o*, *ou*, *ow*; 5—*u*, *oo*; thus:



3. Initial Consonants.—By far the greater number of words begin with a consonant or double consonant, followed by a vowel or a diphthong; as *m-e*, *m-ew*, *b-y*, *b-oy*, *fr-ee*, *pl-ay*.

4. In writing this large class of words, the initial consonants are represented by visible letters and the vowels following them by invisible letters, according to the following rule:

Rule I.—Write an initial consonant, or double consonant
on position 1 for *a*, *au*, *aw*;
on position 2 for *e*, *eu*, *ew*;
on position 3 for *i*, *y*, *oi*, *oy*;
on position 4 for *o*, *ou*, *ow*;
on position 5 for *u*, *oo*.

5. M, n, and t as represented by visible letters are — — ' , the *n* being one-half the length of *m*. This combination — — is *mt*, this — — *tm*, this — — *tn*. The *m* is lengthened about

one-half to imply a following *m* or *n*, as in the words *maim*, *man*. The *n* is made minute to imply a following *m* or *n*, as in the words *name*, *nine*. It is made half its regular length to express *nt*, *nd*, and *nth*, as in *not*, *need*, *neath*.

These letters and combinations of letters written according to Rule I form words as follows:

ILLUSTRATIONS

1 may know tie meat team tone maim moon mount

2 name known not need tend tint tempt (*temt*) tenant

From these illustrations it will be seen that in shorthand writing all silent letters are omitted; see Introduction §§25-27.

6. Placing Letters Positionally.—For position 3, horizontal letters are written directly on the line, and oblique letters midway across it; for positions 2 and 4, horizontal letters are placed just above and below the line respectively, and oblique letters touch the line above and below respectively; on positions 1 and 5 all letters are perceptibly off the line above and below respectively.

7. The Use of the Dot as a Diacritical Sign.—To distinguish the different sounds of a position, a dot is placed over a letter to mark the long sound of the vowel position, and under it to indicate the diphthongal sound of the position.

ILLUSTRATIONS

mat mate knee new net neat toy no now tun tune

WRITING EXERCISE

Write these words, dotting them for the long vowels and diphthongs:

- 1 me my mow neigh (*na*) nigh know tea toe tame team
- 2 tome tomb tan ten tin ton town met might moat
- 3 mute neighed (*nad*) gnat (*nat*) naught need night knit nod
- 4 node not note nude nut man main mean men mine
- 5 moan numb nine noun nun none tannin tenon tuned tent
- 6 taint taunt tamped (*tamt*) meant mint mountain maintain

8. **S and d.** *s*, *d*. The *d* is half the length of *s*. The letter *s* may, like *m*, be made one-half longer to imply a following *m* or *n*. The *d*, being a short letter like *n*, may be made minute to add *m* or *n*, as in *deem*, *din*, and half-length for *dt*, *dd*, or *dth*, as in *date*, *did*, *death*.

ILLUSTRATIONS

set seem sun say dough date did death dim done

WRITING EXERCISE

Write:

1 saw see sigh so sew sue daw die do due same sawn sin
2 sown some son sun sum soon damn dame dawn deem den
3 din dime dine don down dun dumb debt dot doubt dead
4 died dnde doth sat seat sit sight sot suit soot Satan (*Satn*)
5 satin mad made maid meed mid mode mud mowed mood
6 mend mind maimed mound deeds dots daunt dent dint
7 don't dined sudden (*sudn*) maiden (*madn*) tented needed

9. **F and th.** *f*, *th*. The *th* is half the length of *f*. The *f* may, like *m* and *s*, be lengthened for a following *m* or *n*. The *th* is made half-length for *tht*, *thd*, and minute for *thm*, *thn*.

ILLUSTRATIONS

faith fame fin fee though tight that thud them than

In such words as *tight*, *taught*, the second *t* is represented by *th*; in other cases also where *t* does not join well, *th* is used instead.

WRITING EXERCISE

Write:

1 fay few they (*tha*) thee thy thou fawn foam fume fan
2 fane fen fine fun thought then thin thine thumb faint
3 faith fad fade feed feud food foot feet fate fit fight
4 tough (*tuf*) tuft tiff fife feoff (*fef*) thief theft tooth teeth
5 myth moth mouth sooth sayeth fathom method faded

10. **The Dot for Words and Syllables.**—A dot on position 2 represents *the*, *he*; on 3, *I*, *eye*, *aye*, and *my*; on 4, *O*, *oh*, *owe*, and *of*; on 5, *you*, and made heavy, *your*. Written close after a letter a dot represents *ng*, *ing*, or *thing*.

ILLUSTRATIONS

Do you know I now owe you? No, I know of nothing you now owe me.

WRITING EXERCISE

1. Do you know the man now mowing? 2. Did they mine tin then? 3. I meant to say that you might not need the suit. 4. You may find the name of the tenant, though he knows nothing of the debt. 5. You did not know of the sudden death of the maiden? 6. Then nine men knew that mine? 7. The date of the meeting he did not see. 8. I maintain that some day he may find the method not now known. 9. The same town needed meat, too. 10. I thought you meant to see the mountain.

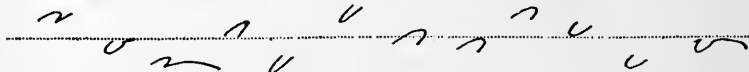
CHAPTER II

WRITING WORDS WHICH BEGIN WITH CONSONANTS
(CONTINUED)

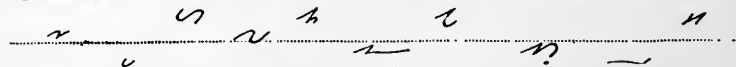
11. **P and g.**—These letters, *∩* *∪*, are *p*, *g*. The *p* and *g* are made long to add *m* or *n*, and wide to add *t*, *d*, or *th*. They are made minute for *pl* and *gl*. This *—* is another form for *s* which is used in the middle and at the end of words whenever it can be, especially when followed by *t*.

ILLUSTRATIONS

1 pass goes puff pen gun game pit pod path get good Goth



2 please glue gap peg staple stone stag stopping thus taste



It will be noticed that on position 2 the *p* and *g* stand on the line, and on position 4 their tops touch the line.

WRITING EXERCISE

Write:

1 pay pace pea piece pie pose puss gas guess (*ges*) going
2 goose guy geese gay pug pigs pain pin pun gain gin
3 gone gum pat paid pad peat put gate guide got gut
4 play plea place plan plead plow plus plod plodding topple
5 glee glowing glass puffs puffing glen gleam stain stone
6 stun steam stem staff stiff stuff stuffs steep step stoop
7 stops stags these thaws those this test tests testing toast

12. **P and g as hooks.**—When *p* and *g* follow letters which admit of it, they are not joined angularly, but as hooks; *g* turned on the *under* side of the preceding letter as in *ng* in the alphabet, and the *p* turned on the *upper* side. If *g* is soft as *dodge*, it is joined angularly. When soft *g* can not easily be joined angularly, as in *stage*, use *j* (see p. 16).

The *g* hook is also often used for *c*, *k*, because it is briefer, and being the sonant of *c*, the true sound is easily recognizable; as in *quick*, written *qig*; *ask*, written *asg*. Similarly, *p* is sometimes used for *b*, as in the phrases *may be*, *not be*.

These hooks are modified like the letters they represent to add *m* or *n*; *t*, *d*, or *th*; or *l*.

ILLUSTRATIONS

1 sap sag fops fogs dope dog dodge mock thick stage

2 page sicken mopped sagged simple single sickle may be

WRITING EXERCISE

Write:

- 1 map mope knobs sips sops dips dope dupes deeps seep
- 2 soap soup nags mugs dog digs dodges fags fudges ducks
- 3 knocks nap sneaking mop suck fig thug snag pages gouges
- 4 sapped seeped supped sucked snapped nipped dogged fact
- 5 fagged depth dipped sapid supple sample tingle temple
- 6 mingle mangle smuggle sicken thicken mickle muckle not be

13. **H, l, and r.** *o h*, *o l*, — *o r*. Of the two letters which represent *r*, the first is called the line *r*, the second the circle *r*. When *r* stands alone, as in *ray*, *row*, the line *r* is used. In other cases the circle *r* is the form generally used, except when *r* is coalescent (Intro. §17), as in *br*, *cr*, *dr*. When the circle stands alone it is *h*; the circle *r* is never written disconnectedly. When the circle is joined to other letters, it is *h* if joined angularly but *r* if joined in a continuous line. This distinction is clear and important. These letters are to be placed positionally according to §6.

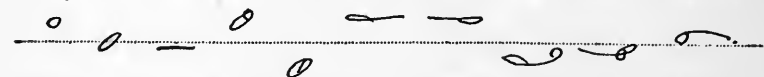
The circle *r* and the loop *l* both turn on the letters to which they are joined. When they are followed by a straight letter, they

turn on the upper side of it; when they follow a straight letter, they turn underneath it. When connected with curved letters, at beginning or end, they turn on the concave side of them. These joinings of *r* and *l* determine the *regular* side, both initial and final, of straight and curved letters.

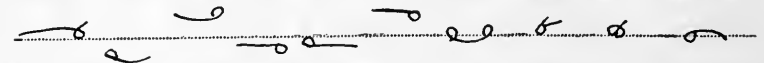
The *h* is enlarged for *ht* and *hd*, and made minute for *hl*. The following *h* is usually written with the alphabetic letter, to maintain a clear distinction between such words as *had* and *hath*. The *l* is lengthened for *lt*, and, when medial or final, for *ld* and *lth*; it is made minute when initial for *fl* as in *fly*, and when medial or final for *fl*, *ly*, *fly*.

ILLUSTRATIONS

1 hay lie row lair lull lame male loser solar reefing



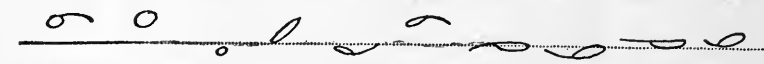
2 fears rude dare nor roan rare rider tears terror writhe



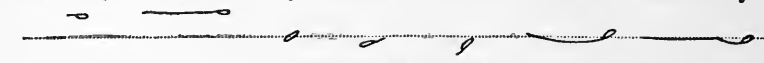
3 there pail pour gall gear lip rope rag log gather had



4 hath hate whole let load lathe filth sold melt dealt



5 namely manly fly flows float sinful mindfully



WRITING EXERCISE

Write:

- 1 lay lea low loo leer liar lore lure liars lures lame lime
- 2 lass loss loan loon leaf loaf lope leap lag lug mile meal
- 3 nail knoll sale sill sole fail fell filling foal fuller pall
- 4 peal pile pill poles pulling gale gill goal gulls deal dull
- 5 he high how hue who (*hoo*) ray rye wray roe row rue
- 6 roar rear ram ream rim roam room rumors (*rumrs*)
- 7 raid red road raise wrestle rose ruse rouser riser rough
- 8 raft rapping rip rug rig mayor (*mar*) mere more near
- 9 nigher (*nir*) sear sore dare dear fire for their par pour
- 10 gore late later letters lighting lot melt mild knelt nailed
- 11 dealt fault felt folding salt sealed soiled sold sullied hot
- 12 hats heating heater hut hod steer store rang wrong flee
- 13 flues flume flap flog fled deadly thoughtfully needful

14. **Rt, d.**—Make straight *r* half length for *rt*, *rd*, and minute for *rn*. Some writers prefer to write the circle *r* and *n* in such words as *rain*, instead of making *r* minute for *rn*; this is permissible.

ILLUSTRATIONS

1 rate write root writer retire return rooter rates writes
 2 rats rain run wrens runner rent renter

WRITING EXERCISE

1 rat rut rooting writing rightful writers rotting rainfall raining
 2 rains running runner runt runs runners wrought wrote

15. **Rl.**—The circle *r* is made minute for *rl*, but in monosyllabic and short words like *rail*, *railer*, the *l* is shaded on its left side to express *r*. In all other cases of *rl* the *r* is made minute to imply the *l*. The *r* when medial or final is made minute also to represent *ry*, *rlly*, *rlf*, and *rlfly*.

ILLUSTRATIONS

1 rail railer roll roller rule rulers railed ruled reels rolls
 2 realm relent relief furl fiery nearly naturally neutrally
 3 pearl-y girl moral-ly sorry merry dearly thoroughly

WRITING EXERCISE

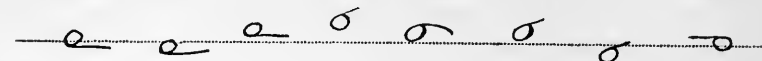
1 reel roil rill reeled rails rules ruling reeling rolling Ralph
 2 Rolf realms religious (*reljs*) marl marry Mary merry
 3 merrily merely parley purely narrowly fury moral fairy sorry

16. **Circle Rt.**—When initial *rt* is followed by a short or long letter, as *written*, *writes*, the circle *r* enlarged for *rt* is used. If the *rt* is followed by another *r* as in *retrace*, the second *r* is

expressed by shading the enlarged circle. When *r* is medial or final, it is enlarged for *rt*, *rd*, *rth*.

ILLUSTRATIONS

1 written rotten retain rates retreat retrace roads neared



2 feared retreateth resort referred seared marred



WRITING EXERCISE

1 rotten rattans retained retainer retaining rats ruts writes

2 retraces retracing retracer retraced retreats retreating retreated

3 marred neared fired dared seared deterred lettered mannered

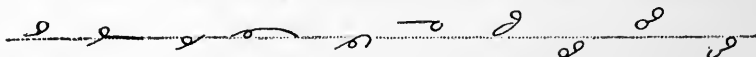
17. Circle r.—In all cases of initial *r* except those which have been explained, the circle is used; and when *r* is medial or final the circle is generally used, except as provided for under § 26.

18. Sh, ch, and wh. *sh*, *ch*, *wh*. In writing these letters begin with the tick, never with the circle. These letters are written positionally like preceding surface letters. When *sh* is followed by *f*, *c*, *p*, *th*, *a*, turn the circle toward the right to make the joining more facile. When *sh* and *ch* are medial or final, the *h* is often used instead, as in *dah* for *dash*.

These letters are enlarged for a following *t* or *d*, and made minute for *shl*, *chl*, and *whl*.

ILLUSTRATIONS

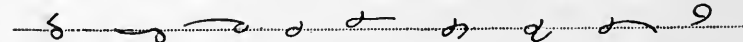
1 she shine shows sheaf shop gnash leash rush hash gush



2 chew chaff chain chess cheap match riches hutch latch



3 teach ditch fetch why when whip Whig whiff sheet



4 should chat chide what whiten shall chills satchel whelm



WRITING EXERCISE

Write:

- 1 shay shy showing shoes shoo shunt skone sheen sham
- 2 shame shape sheep shopper sheaf sheath mash meshes
- 3 mush sash dished dash fishing gash gushes hush rash lush
- 4 lashes shade shield shedding shod shout shut showed shots
- 5 shooting shell shoal shelf shilling chin chime chase chief chap
- 6 chop chips cheap chaps chaff chafe cheats chit chewed child
- 7 chant hatch roach touch niche thatch gulch hitch leech
- 8 reaches whey whoa whim whether whither whist whines
- 9 whence wheat whet whiter wheels wheeling whale whelp

19. The Dot.—Instead of a dot written close after a letter, the straight *s* is used to express *ings* or *things*. Written just above the end of a letter the dot means *less*, and just beneath the end of a letter *else*. Following close after the dot for *ing* another dot is used for *the*; as in *seeing the*.

ILLUSTRATIONS

- 1 sayings, meetings, these things, knowing the firm,
- 2 no less, nothing less, few less, nothing else, how else

WRITING EXERCISE

Write:

- 1 saying sayings seeing sowing suing meaning moaning
- 2 going soaring falling filling filing filings sailing marring
- 3 nearing paying passing posing fearing laying layering
- 4 lowering during daring, seeing the, seeing you, seeing me,
- 5 eying you, eying me, knowing me, knowing you, knowing how,
- 6 the meaning may be, for less, for no less, do no less, something else



1. Show me the man who makes sails. 2. This map shows the mountain. 3. The stage runs to the mountain pass. 4. You should not need to shut that light down. 5. Let the guide put the gun down the gulch. 6. What shall I gain by cheating? 7. These facts show the single plan. 8. Though rates do not seem high, the fare shall not be paid. 9. The heat of the pine fire may make the room too hot. 10. The glow makes reading plain. 11. This sample of coal seems poor. 12. I mailed your letter now, when too late to stop the suit. 13. This store sold satchels cheap. 14. I play neither whist nor chess. 15. Knowing how shooting stars may be seen, he sent the child to the door. 16. The fault may be mine; I did not notice the change. 17. Pull down the shade, please, then

ring for tea. 18. Those rumors reached me while the fire roared. 19. The chief reason for thinking that there may be some wheat deal, I dare not make known. 20. The storm seemed rising now, the lightning showed the ditches rain-filled; I knew the roads might not be good for long, so I raced for the shelter of the town.

CHAPTER III

WRITING WORDS WHICH BEGIN WITH CONSONANTS (CONTINUED)

20. **V, c, k, w, qu, and j.**  *v*,  *c*,  *k*,  *w*,

 *qu*, and  *j*. The *v*, *c*, *k*, *w*, and *j*, are generally written upward, the *q* always downward. The *c* represents the sound of *c*, *k*, and *ck*, heard in *come*, *like*, *kick*. The *k* is never written except as an alphabetic letter, as in *C. K. Morse*. The *u* which always follows *q* is omitted in shorthand writing, being implied by *q*, and the *q* is written on the position of the vowel following the *u*; *quake* becomes *qac*, *quick* becomes *qic* (or for greater brevity, *qag*, *qig*). These letters are written positionally according to §6.

To add *m* or *n*, these letters, except *j*, are lengthened. To add *s* or *sh* they are written downward, the difference in slant making a clear distinction. The circle of the *j* is made minute for a following *l*, and enlarged for a following *t*; *d*.

When joined at the top of this group of letters *p* is a hook, and *g* is joined angularly whether hard or soft; but when the joining is at the bottom, *g* is the hook and *p* is joined angularly.

ILLUSTRATIONS

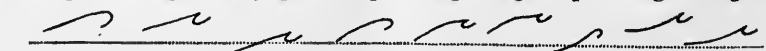
1 *vie* *cow* *key* *we* *quire* *Jew* *vile* *vat* *kills* *cotton*



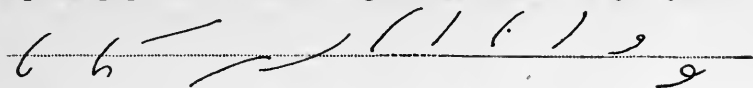
2 *cash* *wire* *weighed* *water* *wish* *quell* *quite* *join* *juice*



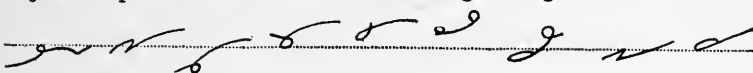
3 *vapid* *vacc* *voyage* *keep* *keg* *cage* *wipe* *wag* *wedge*



4 quick quip vain come win queen vase cause was jell juts



5 jolts pike shook check whack rage lodges stove leave



6 waves paves lives dives moves weeks saves shaves

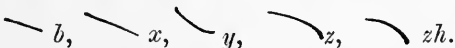


WRITING EXERCISE

Write:

- 1 vote veer phial (*vil*) vouch vogue van vein vim vine vice
- 2 vantage vamp vaunt vent coat code kith care call cash
- 3 coal cooling cull corn kernel coach C. K. Morse K. C. Carson
- 4 cars curse courier keel cut kill cope cups coop kick coke
- 5 cook cake can come kin ken kine keen cane case camp
- 6 count kind cadet cancer corner camel calm colt canal
- 7 couple candid coral canvas cottage current cart kept kilt
- 8 kitten way woe woo wide word well wish watch wait
- 9 wiggle wake weak woke wick wage wise wan wean won
- 10 want wagon went wanton wind warrant wealth wisdom
- 11 wound weather wild wolf width world wives quit queer
- 12 quail quill quash quaff quarrel quilt quart quaver joke
- 13 jam June jug jail gill (*jil*) jangle jets jotting joints wrecker
- 14 packed lacking checks shake stage gauging raves live shaving
- 15 leaves rove rives laves loves weaves wakes moves saves

21. B, x, y, z, and zh.



These letters are all drawn from the left toward the right. The *b* is one-half the length of *x*. These letters are placed positionally according to §6.

The long letters, *x*, *y*, *z*, are lengthened for a following *m* or *n*. *B*, a short letter, is made half-length for *bt*, *bd*, *bth*, and minute for *bn* and *bl*. A distinction is necessary between such words as *bone* and *blow*. *bun* and *blue*, *bank* and *black*; see line 2 of illustrations. To add a following *s*, the letters of this group are written more nearly upright, at about an angle of sixty degrees from the horizontal; see Introduction §39. In words

beginning with *ex*, as *excel*, *e* is omitted and *x* written on the position of the vowel following. Make final *y* for short *i* minute.

ILLUSTRATIONS

1 be bow bag born bells batch beck badge but

2 bid both bun blue bone blow bank black base Boston

3 exhales (*xals*) expose expense excuse exclaim exhort examine

4 excise yea yield yule yoke yam yes Many downy

WRITING EXERCISE

Write:

- 1 by being buyer bowl boiling barb beef bearer buff bosh
- 2 board beach box tub rib robber lobe cab web big
- 3 begging budge backing burden become became before
- 4 buckle begin bet bitter bad bidden bathing bin ban black
- 5 blank bless blot blow bone blacking banking bass bees
- 6 buss basis fumble sable dabble foible gable rabble labeling
- 7 cobble possible exile exude exert exulting exalt exchequer
- 8 exclude expanse explode expunge extant external yacht (*yat*)
- 9 yore yell yield yarn yonder yolk youth yard zone
- 10 zealous (*zels*) zenith zephyr yawning yawned rebel robed

CHAPTER IV

REVIEW

22. Reviewing.—Let the student now review the letters which have been given and practice them carefully, writing them as perfectly as possible in form, size, and direction.

Having filled half a dozen or more pages of a note-book with such drill, devote one page to each letter, writing it on the five positions in combinations with other letters, as follows:

ba be bi bo bu baf bef bif bof buf bag beg
 baj (*etc.*) bak (*etc.*) bal (*etc.*) bon bap (*etc.*) bar (*etc.*)
 bav (*etc.*) baw (*etc.*) bax (*etc.*) bay (*etc.*) bat (*etc.*) blue (*etc.*)

The student should practice the consonants in this way until the combination of consonant with vowel as, *ba*, *ce*, *di*, etc., can be produced without hesitation.

Much drill upon the modifications of letters in length and direction is necessary to preserve exact distinctions. Practice carefully the following:

m mn, n nt nn, f fm, d dt dn, s sm, th tht thn,
 c cm cs, w wm ws, v vm vs, q qn, x xm,
 y ym ys, z zm, b bt bn (bl) bs, p pt pn,
 g gt gn, h ht hl, l lt, sh sht shl, ch cht chl,
 w wht whl.

WRITING EXERCISE

1. The wick of the lamp burns well. 2. The expense for the wedge of the door should be small; shall I pay the bill? 3. Your vigor makes me feel well. 4. Can you both come to the cottage? 5. Keep to the left while coming by the ford. 6. How queer the vase looks now beneath that picture. 7. He had worked for wealth, but lived to see how vain were riches. 8. The cadet camp had the vantage place. 9. Near the base of the hill the current can not be stemmed. 10. The quarrel was bitter, but neither wished to yield. 11. The excuse for the blunder was weak. 12. The vamp of the shoe was made too long. 13. You should not give vent to hot feelings by sudden words. 14. He was certain to win the cause he backed, more by kind manners than by force. 15. The manager of the corner store was exulting because both rivals had been caught napping. 16. The main thing to be done now may make you feel like weakening, but you can't fail to see good reason why this course should be taken. 17. The yacht carried more canvas during the storm than I had thought possible. 18. The zephyr of the morning became the gale of the night. 19. Sudden storms may be thought dangerous by the landlubber but the sailor likes them. 20. The board took the stand that the water of the town was better then than the year before.

CHAPTER V

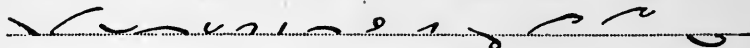
DOUBLE COALESCENT CONSONANTS

23. Double Letters.—The double letters of our orthography, as *ff*, *bb*, *ll*, etc., as in *muff*, *ebb*, *all*, are not both written in shorthand, but such double consonants as *sn* in *snow*, *sm* in *small*, *sp* in *spin*, *fr* in *free*, *pl* in *play*, *sw* in *swim*, are both expressed. By Rule I all initial double consonants are written positionally to imply a following vowel.

24. Coalescent r.—The *r* as a liquid sound coalesces, i.e. unites, with *b, c, d, f, g, p, t, th, sh, sc, sp* (§29), and *st*, making the compounds *br, cr, dr, fr, gr, pr, tr, thr, shr, scr, spr, str*. The letter with which *r* unites is shaded to express the coalescing *r*.

ILLUSTRATIONS

1 br cr dr fr gr pr tr thr shr str briar creep crag drop



2 frail grope price track thrill shrine strife strong strange

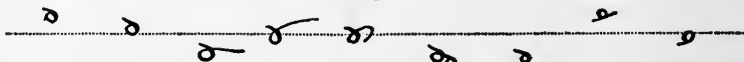


25. Initial Coalescent cr may be represented by a hook drawn on the under side of a letter, when it is more facile than the shaded *c*; as when followed by *c, v, m*, in such words as *crack, crave, cram*.

26. Shading for r.—When desirable, the shade may be used for *r* in connection with the letters with which *r* does not coalesce; as, *h* is shaded for *here, her*, etc.; *y* is shaded for *year, your*; *m* may be shaded for *more*. It is desirable to use the shade in these and similar cases as it leaves the circle to represent the words *are, or, our*, and *far*.

ILLUSTRATIONS

1 chair cheer churn chirk chirp church churl shares shore



2 sure (*shur*) surely whereby wherefore large larger largess



27. Coalescent l.—The *l*, also a liquid, unites with *b, c, d, f, g, p, r, s, t, sc, sp* (§29), *st*, making the combinations *bl, cl, dl, fl, gl, pl, rl, sl, tl, scl, spl, stl*. The letter with which *l* unites is made minute to show its coalescence with *l*. The letters *c, f*, and *s* can not well be made minute; they are therefore, when coalescent with *l*, represented by minute characters: *cl* by a minute hook which is drawn upward that it may join on the under side of a letter following it, *fl* by minute *l*, and *sl* by the straight *s*. For *sl* when not initial, the *s* is drawn vertical when it can be done; when the *s* can not be made vertical because of the slant of the preceding letter, as in *tussle*, write both the *s* and *l*. Write both letters also when *sl* is followed by *t*, as in *slight*. For *tl* and *tly* the *t* is drawn vertical.

ILLUSTRATIONS

bl gl pl rl sl cl fl tl scl spl stl bls blc gls glm pls
 \ ˘ ˘ ˘ ˘ ˘ ˘ ˘ ˘ ˘ ˘ ˘ ˘ ˘ ˘ ˘ ˘

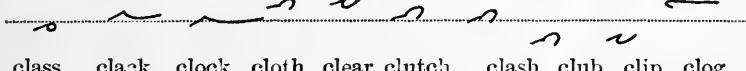
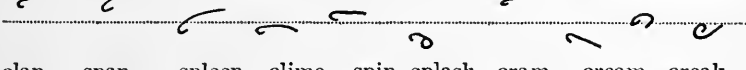
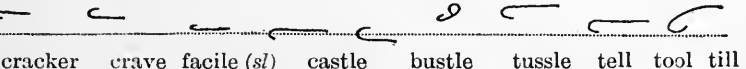
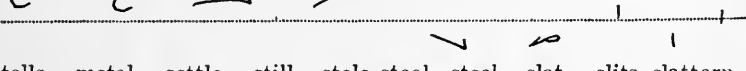
The differentiation of initial *cl* and *sp* (§29) or *spl*, is clearly maintained by drawing *cl* upward and *sp*, *spl* downward, an arrangement by which the latter stands on the upper side of the letter to which it is joined and the former on the under side: *cln*, *spn*, *spln*, — — —.

ILLUSTRATIONS

- 1 bray brow crow crape creep crop crag creek crook crock

- 2 grape grow grope pray pry tree true three shrine draps

- 3 drag dredge blow blues glee glass play please plows slow

- 4 slower sled slice slap slag sleep slip sloop slug claim

- 5 class clack clock cloth clear clutch clash club clip clog

- 6 clan span spleen clime spin splash cram cream creak

- 7 cracker crave facile (sl) castle bustle tussle tell tool till

- 8 tolls metal settle still stole stool steel slat slits slattern

- 9 slight slots sleet cleat flame fled flock flies flax fleece


28. The circles *r*, *h*, *sh*, *ch*, *wh*, and *j*, and the hooks *p* and *g* are made minute to imply not only a following *l* (see §§12, 15,

18, 20), but also to imply a following *y*, *ly*, *fl* or *fly*. Vertical *t* shaded is *trl*, *trly*, and *trfl*. As was explained in §13, a minute *l* final represents *ly*, *fl*, and *fly*. Notice carefully the illustrations here given.

ILLUSTRATIONS

1 gnarl-y burly cheer-ily tearful-ly merely dearly barrel jell-y

2 trill or trifle careful-ly weary-ily verily moral-ly truly

3 trail neutral-ly daily dryly bully barely clearly mainly

4 thoroughly mindful-ly manful-ly soulful-ly cheerful-ly

5 while shall shell-y simple-ly single-gly mingle serenely

6 deadly dreadful-ly thoughtful-ly seemly sinful-ly finely finally

WRITING EXERCISE

A sharp pencil or a fine pen should be used in practicing the following *r* coalescents:

- 1 bray brain brow brim brace break brass bricks broil broke
- 2 brad bribe brush bright bread brake broom bruise bride
- 3 breast brown brat brunt brook breadth brute bracket bring
- 4 broad breath brother brief browse brig broth bridge brogue
- 5 brand breach brag British brilliant crow cry crape crock (*y*)
- 6 cruel crept crawl crate crop crutches crash dry draw draft
- 7 droll drag dragon dress droop drug drank dribble drunk
- 8 dram drill dross dread drouth drape dream drink drum
- 9 drain drift drench drip dregs dredge drake deare drudge
- 10 freer fro frail fruit fritter frame freight frill frock frugal
- 11 fraud fret from frank freak fringe frog fresh front friend
- 12 fright froth frieze frown freckle fragile fraternal grace
- 13 green gross grab graft grade group grit great grim grand
- 14 growl gravel growth grange groom grasp grocer grant grape
- 15 groves Greeks praise press prim prove price pride prompt

16 preface proves proud prick pretend pricks private profit
 17 present prank tray true track trunk trend trade trucks
 18 try treat trace trick traffic trod trust tread trim travel
 19 trample three through thrice thrill thread throb thrift
 20 throne thresh threat threw thrust shrub shriek shrill shroud
 21 shrives shrimp shred shrug shrine shrivel strain stress strife
 22 strung stroke streaks stricken strand stream strong struck
 23 strap stripe struggle scrap screen screw scrub scrape scream
 24 scruple scrimp spry spring spread spruce sprung sprout
 25 sprinkle sure cheer shore where here

Write these *l* coalescents until they are thoroughly familiar:

1 blaze blame black bless bleed bleak blow block
 2 blue bloom blood blush clam clime clean clang cling
 3 clung clangs clings cleave clover clock click cluck clever
 4 cleaver cloth clef cleft cliff clap clip clog clogs clash
 5 clutch slay slew sly slow slower slain sleek slaps sleeps
 6 slops sloop sled slice slide flame flume fling flung fled
 7 flayed flower flood flock flicker flap flip flop flag
 8 flog middle saddle sidle muddle glimmer gloss glitter
 9 plague plack plume vital tattle title metal mettle
 10 mutual (*tl*) battle brutal beetle tail trail tell till trill
 11 truly toll moral morally merely sorely pearl pearly dearly
 12 nearly verily clearly barely warily curly girl coral
 13 furl darling cheerful cheerfully muscle castle thistle
 14 missile jostle vessel morsel sizzle parallel slowly neatly

1. Please go slow, slower, slowly, the sled will fly to flinders flashing like this down this steep place. 2. This gleeful play makes your cheeks glow. 3. Fly, fly, why settle here? 4. The metal should soon boil. 5. Blow till the blue color shows. 6. See the lovely blushes flying through her cheeks. 7. The whole class climbed the steep cliffs. 8. The blue bottle fly crawls slowly through the glass case. 9. The saddle may be placed near the middle so the small horse can travel well. 10. Bleak, black hills tell how slowly years climb the dial, placing their glacial slime clear through the fair fertile valley. 11. The fresh breeze from the sea brings life to me. 12. Why do you crush the dry leaf, why break, why bruise the dry thing? 13. Do see the creeping thing crawling through the dry grass. 14. From where you sit near the tree, you may see the brush growing dry. 15. See the fresh ripe grapes, do they grow far from this? 16. When you drew the prize you looked quite frail. 17. Three bracing, thrilling trips we three made through grass fresh mown, drawing the grass from track to track. 18. Trying to trace through the brake the three fresh tracks. 19. From tree to tree they jump so free, no fright they know. 20. Fred, press the juice from the grapes, now draw the juice to drink. 21. You may try to trim the tree; I trust you may soon be through tree trimming.

CHAPTER VI

DOUBLE COALESCENT CONSONANTS

(CONTINUED)

29. Coalescent s.—The *s* unites with *c* (*k*), *f*, *l*, *m*, *n*, *p*, *q*, *t*, *w*, making the compounds *sc* (*sk*), *sf* (*sph*), *sl*, *sm*, *sn*, *sp*, *sq*, *st*, *sw*, which are represented as follows:

sc (sk)	sf	sl	sm	sn	sp	sq	st	sw

ILLUSTRATIONS

1 sky spy skip speak skin spin spray spar spry sprig spire

2 spare sting slow slim sled slip slag small smite snap

3 snore snag snatch squaw square squall squab squabble

4 stain stag swear stop staple stipple stifle

30. Coalescent w.—The *w* unites with *d*, *t*, *th*, *s*, *g*, and *z*, making the compounds *dw*, *tw*, *thw*, *sw*, *gw*, *zh*, written by deepening the curve of the first letter except the *g*, of which the right half is lengthened and curved slightly toward the left. *Tw* is written like *thw*, since there is no confusion in the words in which they occur.

ILLUSTRATIONS

1 dwell dweller swell swarm twill twice thwack thwarts

2 twirls swirling guan Guelphs twists twitches zwei

WRITING EXERCISE

Write:

1 skies skein skip scape scope scoop skiff scud scum scan
 2 scheme schedule scuffle scale skill skull scare screen scrape
 3 scratch spars spire spores spur sprain spring sprung
 4 spread spare span spin spun spans spanning spinning
 5 spangle spurn spurning spurns spleen spleens spleening
 6 squaw squelches squib squat squats squatting squatter
 7 squatters sphere (*sfer*) sphinx slow slower slowly slain
 8 slack sleek sleep slim slice (*s*) slide slip slopes sloping
 9 small smaller smell smells smelling smile smooth snag
 10 snap snip snoop snake snook snack sneer snob snuff snatch
 11 stay styer stow stray stair store stream streak strife stab
 12 stub stubble stable stifle stag strap stripe stoop stiff staff
 13 stain stem sting stung strung strange swarm swell swim
 14 sweep swap swoop swags swig switch swash swab
 15 swears sworn swung swing swinge swirl dwell dwells
 16 dwelling dweller dwellers dwelleth twin twine twain
 17 thwart thwarts thwarting thwack thwacked thwacking

1. Some boys like to skate, but these boys do not. 2. Do you see signs of rain to-day? 3. No, there will be no rain here to-day. 4. See how cleanly the skiff skims the swelling flood. 5. We spray trees to kill slugs. 6. Tie the string to the slim square stick, to draw by. 7. Hear the squaw snore, please close the door. 8. How the dog scratches the door, speak to the poor thing, try to stop the scratching. 9. Do you read the sphinx stories? 10. He dwells near the spring. 11. Twice 'twas sprung merely for fun. 12. See how the spire stretches to the cloudless sky. 13. 'Twill do quite well, I tell you.

31. Abbreviated Words.—An abbreviated word is one of which enough is written to suggest it clearly, the terminal part being generally omitted or merely suggested.

32. List of Words.—The following are a few common words that you will readily learn and appreciate. Write this list twenty or more times, and then apply your knowledge of the words in the short sentences which follow.

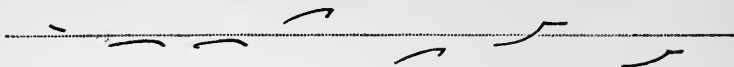
1 take time gave give with will would company character

— — — — —

2 could very work much made make such ship believe

— — — — —

3 belief form before, can not, could not, will not, would not,



4 long yet just



WRITING EXERCISE

1. He may give me time to do this to-day. 2. Give me two more before I go. 3. Do you not believe me when I say I will give you two more before I leave you to-day? 4. Will you go with me to-day? 5. No, I can not go with you now. 6. He could not go with you, could he? 7. Do you say you can not go to-day? 8. Would you like to go before I do? 9. No, could I go, I would not go there now. 10. How long before they will pass through the lane? 11. Will he give you no more to-day? 12. The company will not go to-day nor to-morrow. 13. He will take time to do the work before we go. 14. I believe the work can not be done to-day. 15. They were very glad to see you there to-day, so they write. 16. The form for the work will reach here before you go, so you may take the book with you to-day. 17. Look before you leap from the wall, for you may fall through the floor. 18. Will you keep me company there to-day? 19. Why do you not believe me when I tell you plainly, I can not give her more to-day? 20. Look twice before you leap. 21. We can not be very far from the spring now. 22. Do you say I gave you too much work to do before you go? 23. You give me too much mush; I can not take so much, could you? 24. Will you not go with me to form the club? 25. Would you like to see me some time to-day? 26. Do you like those books? 27. I could give you these for much less to-day. 28. Where else could they be made? 29. How else could we go through for so much less? 30. Do you say, not just the thing? No, I say not just yet. 31. You can not wait for me to see the thing through to-day. 32. You can not sail now; you must wait for the breeze (*upright b*). 33. I would not, were I you; there would be too much risk. 34. I can not say how much such work there will be to do before we go. 35. He will not be here before Monday. 36. She will not leave her very much money, I fear; there will be so much less, too, for you. 37. There will be so very much less to do before we will be ready to go. 38. When do you suppose they will form the club? Not just yet? 39. When will you explain the problem to the class? Not yet? 40. Be very careful, for the swing may fall. 41. Will you ship the bill to-day? 42. No, I can not ship before to-morrow (*tomr*). 43. When will the company be formed, do you know? 44. Yet the boy's character may be proved by just such trials.

CHAPTER VII

PHRASE WRITING

33. Phrase writing consists in joining together two or more common words to save lifting the pen; such words are *will be*, *will not*, *will you*, *will you be*, *will you not*, *not yet*, *you may*, *you are*, *you will*, *you will be*, *you will not be*, etc. Such phrases as naturally occur in speech are joined in writing by the expert shorthand writer. Generally, the letter or combination that writes a word positionally, is used to represent that same word in phrases; as, *n* for *no*, *know*, *now*; *m* for *me*, *my*, *may*; *d* for *day*, *do*, *due*, *die*. There are, however, some exceptions to this; as, *v* used for *have*, *f* for *if*, circle *r* for *are*, *or*, *our*, *far*, and *for*. After *I*, *he*, and *she*, *w* is used for *will*, but in other cases *l* is generally used; *l* is also used for *well* and *all*. In some cases *p* instead of *b* is used for *be*; as, after *will*, *would*, *could*, *you*, *now*, *may*. The first word of a phrase is written positionally and the signs for the other words attached.

ILLUSTRATIONS

1 will it, will be, will he be, be there, will he be there, I will,



2 he will, she will, why will, you will, how will, who will,



3 through there, will he be through, will be through, will be there,



4 may be, may not be, how much, too much, for such, I will not,



5 I will be there, we will be there, so will you, so long, very long,



6 too long, why are, so are, they are, you are, how are, not for,



7 not for me, would like, I would like, so far from, too far from,

8 by our firm, I have, for if, more or less not due let me ha

WRITING EXERCISE

1 will you go, will you go too, will you go now, will you give me
 2 time, will you see to them, will not, will not be, will not be
 3 there to-day, will not be through to-day, will not have, will
 4 have, will have to, will have to have, will have you, will you
 5 have time for this, will go by, will go to-day, will go now, will
 6 you go by there, can not be there, I can not be there to-day, I
 7 can not have time, I can not see how, I can not tell, I can not
 8 now tell, I can not know, I can not wait, I will be there with
 9 you, I will not, I will see to that, I will go too, he will go too,
 10 he will go now, he will not be there, he will not be through
 11 there, he will not be there before you are, she will
 12 be there, she will not be through there, she may not be
 13 there, she may give you too much to do, how will you go, I do
 14 not yet know, I do not care, I do not care for much, I do not
 15 care for this, I do not care to know, I do not care to wait, I
 16 may not, I may not have time, I may be, I may be through
 17 there, I may be there before you are, I believe there are,
 18 I do not believe this, I do not believe there are, I believe
 19 there may be, I have no time for this, I believe you have,
 20 you are sure, you are not sure, you are too sure, they are sure,
 21 we are sure, not so sure, too sure, how sure, too much for me,
 22 too much before me, were not sure, quite sure, quite through,
 23 will not work, will you work, when you are through, when you
 24 are there, when will (l) you be there, when will you be through,
 25 when will you go, when will you be there, where will you be,
 26 where will you see me, why were you there, why were you not
 27 there before, why do you go, will you give me the book, do you
 28 give me the book, you gave me the book, not your book, who
 29 gave you the book, not your, for you are, for your, you are
 30 not, you are much too small, you may not have time for this,
 31 do you know them, you do not, you know how, do you
 32 not, will see you, we will see you, we will see you there,
 33 we will be there to-morrow, we will be there to-night, we will be
 34 through to-night, we will be through to-morrow night, we will
 35 be through very soon, we will soon be through, we are nearly
 36 through now, we are nearly there, we are nearly done,
 37 for this cause, for this case, no cause, no case, for cause, the

38 cause, the case, not now, not know, will now, will know,
 39 not if you are well, not if you are sure, not if you are there,
 40 not if you are through, they are, there are, we are, here are,
 41 so are, you are, how are, who are, why are, where are.
 42 how far, not far, very far from, so far, from far, go far,
 43 be for, buy for, how I, how we, how so, how are they,
 44 how are we to be, how are you to, see how I, by our (*r*) time,
 45 by our work, by our men, see our men, before our men,
 46 for our men, from our men, gave our men, give our men,
 47 will our men, not our men, take our men, through our men,
 48 explain to you, explain to me, time for me to be through,
 49 time for me to be there, my character (*e*), your character,
 50 the character, her character, so long, not long, before long,
 51 how long, to long, too long.

Examine your writing, correct all errors, and read the phrases several times until you become familiar with them.

MOVEMENT EXERCISE

Write the following characters as a movement exercise, trying to preserve their size and direction while writing them as rapidly as possible. Practice them daily. Be sure that you rest the hand on the paper very lightly.



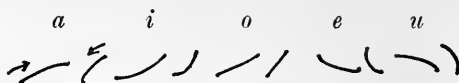
CHAPTER VIII

VOWELS

34. Vowels Represented by Facile Lines.—The vowels, the most important letters in words, are represented in this system by the most facile lines. The lines used for *a* and *i* are the lines which begin the *a* and *i* in longhand. The *o* is represented by the straight downward line found in all longhand small letters except two; it is also the axis of *o* itself. The *e* and *u* are represented by the two opposite curves used in back-slant longhand.

35. Direction of Vowels.—The *a*, *i*, and *o* are written either upward or downward; when upward, at the slant of upward lines in longhand, viz., thirty degrees; and when downward, at

the slant of downward lines in longhand, viz., sixty degrees. The *e* and *u* are always written downward, but in slants of sixty and thirty degrees, as lines are drawn in backhand writing.



36. Duality.—When vowels are drawn downward, or at a slant of sixty degrees, they are called *left vowels*, because the movement is toward the left. When drawn upward, or at a slant of thirty degrees, they are called *right vowels*, because the movement is toward the right.

LEFT VOWELS



RIGHT VOWELS



Learn these distinctions—left, right; and practice both classes of vowels until able to make them perfectly in form, slant, and size.

MOVEMENT EXERCISE



37. Two Classes of Words.—Three-fourths of the words of the language begin with a consonant or double consonant followed by a vowel. Our work thus far has been wholly with this class of words. It now remains to write words beginning with a vowel or diphthong, followed by a consonant.

38. Initial Vowels and Positioned Consonants.—If positions are assigned to consonants, as by Rule I they are to vowels, it is evident that initial vowels may be written positionally to imply following consonants, in the same manner as initial consonants are written positionally by Rule I to imply following vowels.

39. Cognate Consonants.—The vowel beginning a word is followed by a consonant, and the following five groups of cognate consonants (consonants having similar sounds) are placed on the

five positions, that they may be implied by the vowel when written positionally: on position 1—*p, b*; 2—*s, z, sh, zh*; 3—*m, n*; 4—*f, v*; 5—*c, k, g*.

----- 1 2 3 4 5 p s m f c -----

To write *is*, place *i* on position 2; for *as*, write *a* 2; for *us*, write *u* 2; for *ease* (*ez*), *e* 2; for *up*, *u* 1; for *if*, *i* 4; for *of*, *o* 4; for *ache* (*ac*), *a* 5; for *in*, *i* 3.

From these illustrations we deduce

Rule II.—Initial left vowels are written

on position 1 to imply p, b;

on position 2 to imply s, z, sh, zh;

on position 3 to imply m, n;

on position 4 to imply f, v;

on position 5 to imply c (k), g.

Notice that this rule applies to left vowels only; never write a vowel *upward* to imply the consonants of this class.

40. The Diacritical Dot.—In writing by this rule, the dot is used over a vowel to give it the long sound, or under it to make it a diphthong: thus, dotted *a* is *au, aw*; dotted *e* is *eu, ew*; dotted *i* is *oi, oy*; dotted *u* is *ou, ow*; dotted *o* is *oo*. Without a dot the vowel is short.

ILLUSTRATIONS

1 as ass ace awes is ice eyes os owes ooze a an am

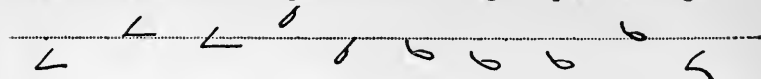
2 aim awn I'm in oin on om one own ounce of off

3 oak ache aches acre awk lke ichor egg eke if I've

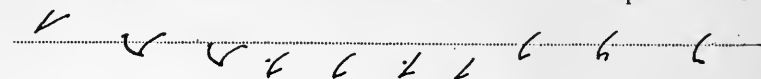
4 I have up upper opera owner offer over ogre ocher

5 Azro Abraham Abram April apron obey assay open

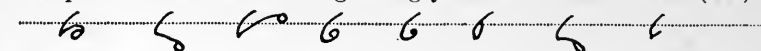
6 oaken ocean omen opal oval evil eagle equal easel ague



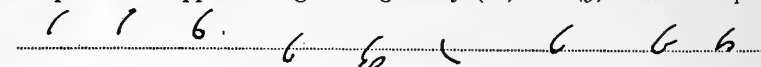
7 oboe Emma Eva aches axe oaks ox aims ample amble



8 ampere amber anchor anger angry annual annual answer (ans)



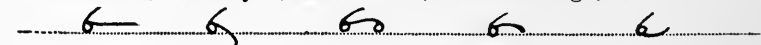
9 ape Abe appear angle angel any (en) ask(g) asks asp



10 asps imps impress ink(g) afghan empress, as if, as are, as far as,



11 as for me, as for you, as are there, as are through, as are due



WRITING EXERCISE

- 1 as ask (asg) asking, asker is, is not, is to, is for, is so, is true
- 2 eyes ices ism isthmus (isms) Islam (islm) apes aping apples
- 3 applicable (aplcbl) appeal (appl) appealing appealable (applbl)
- 4 appeals apricot (apret) up upper upheave (hv) upheaval
- 5 upheaving upheaves uplift upbear upon (upn) uppish (upsh)
- 6 upraise uproar (rr) open opium oppose (ops) oppress esquire
- 7 epicure (epcr) epoch (epc) escape (escp) essay (csa) use uses
- 8 using useful usurp usher (ushr) aims animate (anmt)
- 9 America Amazon (Amzn) ample amble answer (ans) annual
- 10 annul (ul) anvil (vl) Andrew (Andru) in inner ink inky
- 11 inking inked inks immune immerse impress imps impel (pl)
- 12 implore (plr) impost (pst) impact impulse implicate (plct)
- 13 imply impure incapable (cpbl) inch inches incorrect (crt)
- 14 incog. increase increasing inculcate (clct) incurable (crbl)
- 15 incur incurs infer infers infernal infirm (frn) inform
- 16 inhuman (hmn) infest infuse (fs) inject injure inlay inmate
- 17 inner invade (vd) if, if not, if possible, if you, if he, if I, if they,
- 18 if we, if there, if there are, if there be, accrue (ru) across ignore
- 19 ignorant ignorance (nrns) ignoble (nbl) aggravate aggrieve
- 20 agreeable (agrbl) accuse (us) egg eggs egress equal (ekl)
- 21 equaling equally (minute l) eke ekes eking

In writing the following sentences, connect the words which are joined by hyphens.

1. Ask if-you may-not open-the office-door.
2. As often (*ofn*) as I am able I-will aim-to appear in an easy open-carriage (*carj*).
3. Am I to go-with-you to-the opera to-day?
4. Is-the drawing in ink one of yours?
5. Is-the ink she-is using as black as-the ink on-the tablet?
6. He asks us not-to use-the impure ice for-fear of incurring an incurable malady.
7. Is-the usher in-the upper room?
8. This is an easy means of escape (*escp*).
9. A fire of wood is-not as warm as one of-coal.
10. Is one to infer the ink is impure as often as he is able to open the bottle (*botl*)?

MOVEMENT EXERCISE



CHAPTER IX

WRITING WORDS WHICH BEGIN WITH RIGHT VOWELS

41. Initial Right Vowels are written positionally to imply a consonant following, according to

Rule III.—*Initial right vowels are written*

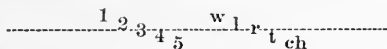
on position 1 to imply w, wh;

on position 2 to imply l;

on position 3 to imply r;

on position 4 to imply t, d, th;

on position 5 to imply ch, j, h.

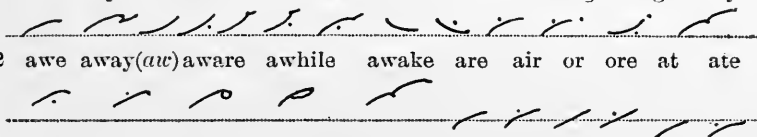


To illustrate: for *all*, use right *a* 2; for *are*, right *a* 3; for *at*, *add*, right *a* 4; for *age* (*aj*), right *a* 5. These consonants are implied by *right vowels* only.

ILLUSTRATIONS

1 all Alps ill oil ills oils awls ell eel ail ailing oiling allay

2 awe away(*aw*) aware awhile awake are air or ore at ate



3 aught odd oat oath other others err ear error urge urn

4 earl it its eddy eats ether argue ah aha ahoy awful

42. Rules II and III.—The consonants placed positionally in this rule complete the consonant-position alphabet begun in Rule II. By these two rules, any word beginning with a vowel or diphthong, except double vowels as *aerial*, *Iowa*, may be begun definitely, and the first two letters, vowel and consonant, expressed clearly by writing the vowel.

43. Initial Double Vowels.—The few words with initial double vowels, in which both vowels are sounded, are written by Rule I. The first vowel is expressed by a heavy dot on its vowel position, the second vowel is attached to the dot, and the rest of the word added. Words beginning with two vowels, only one of which is sounded, however, as *either*, *aim*, are written regularly, according to Rules II and III.

ILLUSTRATIONS

either aerial aerie Aeolian Iowa Io Ion Iona Iola iota iodine

44. The Diphthongs au, aw; and aw Uncoalescent.—The difference in the use of *aw* in such words as *away*, *aware*, *awake*, and *awl*, *awful*, *awkward*, should be carefully noted; in the first three *w* is a consonant, in the last three it forms a diphthong with *a*. In the first three, *a* is written on *w* position; in the last three, the *aw* is written positionally for the consonant following the diphthong.

WRITING EXERCISE

- 1 awe away (*aw*) aware (*awr*) awake (*awc*) awaking awakes
- 2 awhile all ail ails ailing ailment allure (*alr*) also (*als*)
- 3 almost Alpine almond aloe (*alo*) aloft Alps although (*alth*)
- 4 alum always (*alw*) array (*ara*) arc argue arch Arab arable
- 5 arbor archer archway (*chw*) are air area airs airing
- 6 arrays arrears arrow (*aro*) at add aid aids adds adder aider
- 7 aught ado address (*adrs*) adequate (*qt*) admire (*mr*) adore (*r*)
- 8 attack (*ate*) atlas (*atls*) attempt (*atmt*) attest (*atst*) attire (*atr*)
- 9 age ages aging ajar agile (*ajl*) adjust (*ajst*) adjudge (*ajg*)

10 itch (*ich*) ah oh eh uh edge(*ej*) edges edging edgewise (*ejws*)
 11 ell ells eel eels else elbow (*bo*) eligible (*elgbl*) element
 12 elect (*elct*) elk elm elope elf err ear e'er ears errors (*errs*)
 13 erect (*erct*) era eat eats eating eatable edible etiquette (*ctct*)
 14 each (*ech*) udder old or oar o'er ore oral orb orchid (*cd*)
 15 orchard orchis (*cs*) organ orange odd ode oath (*oth*) oaths
 16 other others ought (*ot*) it its idle idol idyl idiom (*idm*)
 17 outlay outlaw outlook outline outfit outlast outrun outset
 18 outweigh (*w*) outgo outwit outshine (*shn*) outwent
 19 outright (*rt*) awl awning ounces awful awfully (*minute l*)
 20 auricle author authors

1. It is of no use at all to try to add to it now, as it will not aid you if you can do it. 2. Will-you-pay-for all the oil at once, or would you rather wait till it is all out of the oil can? 3. It is quite odd; such an old man as he is ought-to be over all such airs. 4. All the old men in line to-day are as fine appearing as one can often see. 5. It is so odd he owed it at the time, while no one at the place knew of it. 6. They are all away at the fair. 7. Do-you say the egg is edible or eatable? 8. Ought all the others at any time to be able to aid it? 9. If either door is ajar, touch it at its outer edge to close it. 10. The poor old man is all out at the elbow.

CHAPTER X

MODES OF EXPRESSING H

45. The H Shade.—When *h* begins a word, it is always followed by a vowel or diphthong, since no consonant coalesces with an initial *h*. In writing such words the vowel following *h*, if it is a left vowel, is shaded at the top to represent *h* and is placed on position for the consonant that follows. Thus *has* is written by placing a shaded left *a* on position 2; *him*, by placing a shaded left *i* on position 3. *E* and *u*, even when used as right vowels, may also be shaded for *h*, but the right forms of *a*, *i*, and *o* are never shaded for *h*, since they are upward strokes. The *h* shade must be carefully distinguished from the *r* shade by being made on the upper part of the vowel only.

ILLUSTRATIONS

1 has him hope heave hoop house whose happen hovel

2 hammer human hence help hawser hyperbola hasp husk

3 hive have hog hug hawk hedge hulk here hum

46. The H Circle.—In words in which the shorthand spelling requires only two letters, as *he*, *hoe*, *high*, etc., the *h* circle is used. It can not be mistaken for *r*, as the *r* circle never stands detached.

When the vowel following *h*, if written positionally, would be right *a*, *i*, or *o*, the *h* circle is employed instead of the shade, and is distinguished from *r* by being joined angularly to a following letter.

The circle is also usually employed even when the vowel is *e* or *u*, if the following consonant is *l*, *r*, *t*, or *d*, since a following *l*, as in *heal*, is implied by making the circle minute, a following *t* or *d* by enlarging, and a following *r* by shading.

ILLUSTRATIONS

1 hay he hew high hoe how who hath hither hawthorn

2 hatch hitch hash hush hair here higher hoar hurricane

3 horse harangue had hit hot hail held hold helm hello

47. H Medial or Final.—When *h* occurs elsewhere than at the beginning of a word, it is represented either by the shade or by the angularly joined circle, whichever forms the more facile outline.

ILLUSTRATIONS

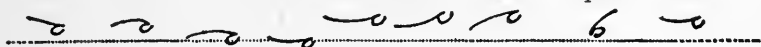
1 cohere unhitch Bohemia Mahometan boyhood ashes unhoop

2 unhook hedgehog henhawk Ivanhoe unharmed unhappily

48. The H Circle Used for Sh and Ch.—At any part of a word except the beginning the *h* circle may be used for *sh* or *ch*. This should be used, however, only in those cases in which the alphabetic forms for *sh* and *ch* do not join well with the other characters, as *dah* = *dash*.

ILLUSTRATIONS

batch thatch fetch dish sash watch cash quash dash



WRITING EXERCISE

1 has hasp his hissing husks happy (*hap*) happen happening
 2 haply helped hope hopes hoping hopeful hopeless him hymn
 3 home homes homing homely homespun (*spn*) hem hems
 4 hemming hemmer hum hums humming hummer (*humr*) hemp
 5 hump humps ham hams hampers (*prs*) hens hence (*s*)
 6 Homer halves (*havs*) hives heaves hovers hovering heaver
 7 heavers hack hacking hacker higgling hug hugs hugging
 8 awkward hawk hawking auk hews hewer's help helps
 9 helping helper helpmeet (*mt*) hawsers hewer house houses

1. If he shall happen to come home at half-past eight (*at*) have him fetch the dish from the hive. 2. I hope his home is not half as unhappy as he is. 3. Do-you-hear the humming in the air; is it not the humming bird? 4. Is it not a sweet hummer? 5. His homely house is half a block from his shop, half hidden (*enlarged h*) among (*dot = ong*) hovering trees. 6. If his help in heaving coal has been half as helpful (*minute l*) as his other help, his time has been well spent. 7. Why higgle with the hackman over his price? 8. If it happen to hit him on his homely nose, his anger will have reason to rise. 9. Hams are not half as high priced now as they were, nor as they will be a week hence.

49. Vocabulary.—With the alphabet, the coalescents, and the three rules which have been given, there is now no word in the language which can not be begun correctly. Our vocabulary of complete words is, however, still greatly limited, and we must be content to write such words as we can, until new means of abbreviation are presented.

CHAPTER XI

PHRASING

50. Phrase Words from Rule II.—The phrase words arising from Rule II (§39) are *up*, *as*, *is*, *ease*, *us*, *use*, *owes*, *an*, *a*, *on*, *own*, *one*, *any* (*en*), *ask* (*asg*), *equal*, *ever*, *over*, *offer*, *has*, *his*, *house*, *whose*, *him*, *home*.

51. Phrases.—The phrases arising are very simple and scarcely need illustrating, except the implied phrases, *you may*, represented by *u* 3; *you have*, represented by *u* 4; *I have*, by *i* 4; *he may*, by *he* 3; *he is*, by *he* 2; *how is*, by *how* 2; *how may*, by *how* 3; *who is*, by *hoo* 2; and *who may*, by *hoo* 3.

ILLUSTRATIONS

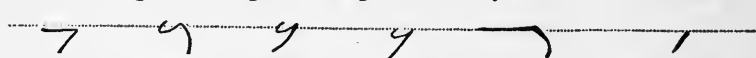
1 you may, you have, I have, he may, he is, how is, how may,



2 who is, who may, do as, know as, don't know as, so is, any one,



3 no one, give us, give his, go home, my house, who have,



4 as far, as far as, not any, not equal, in every, got over



WRITING EXERCISE

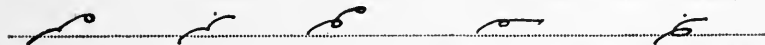
- 1 do as, so as, know as, not as, see as, be as, when as,
- 2 do not know as, in as, is as, if as, for as, give as, go as,
- 3 gay as, up as, he is, how is, who is, when is, where is,
- 4 there is, she is, as is, he is here, there is not, he is not,
- 5 who is not, she is not, this is not, there is no, there is now,
- 6 will ask, would ask, to ask, I do not ask, I can not ask,
- 7 this is all (*l*) the (*th*), where is all the, do as all the, gave us,
- 8 give us, do us, tell us, for us, with us, no use, for any,
- 9 before any, by any, do any, take any, not any, any one, any
- 10 time, any more, any less (*dot*), how any one can, see any one,
- 11 know any one else, see any one else, for any one else, before any
- 12 one else, give any one else, ask me, ask too much, ask his,
- 13 ask us, ask no one, ask any one else, ask for, go over, give over,
- 14 be over, see over, is over, any over, for ever, nor ever,
- 15 whenever, wherever, in every (*minute r circle*) case, in every
- 16 cause (*dot*), in every place, every one, everywhere, every time,
- 17 in case, in no case, in one case, in one place, in his way,
- 18 on his way, buy one for no less, you may not be, you may not
- 19 have, you have no time, you have none, you have thought,
- 20 I have been, I have seen, I have found, I have thought, I have
- 21 not, I have known, gave equal parts, their equal, his equal,
- 22 no equal, not equal, has no equal, were not equal, will equal,

23 will not equal, is not equal, do not equal, who is there, you
 24 may be, he is to be, he is through, he is there, he may be, he may
 25 not be, he may have been, who is there, who is not, who is he,
 26 who may seem, who have not been, you may know, you may have,
 27 you may come, you may find, you may think, you may use, you
 28 may pay, you may put, you may call, you may fill, you have no,
 29 you have been, I have come to think, he is not, he is said, he is
 30 engaged, he is seen to be, how is this, how is it, how is he, how
 31 is that, how may we know, who is that, who is there, who is he,
 32 who may find, who may come, who is well known, who may want.

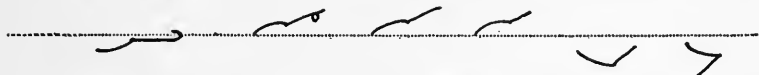
52. Phrase Words from Rule III.—The important phrase words derived from Rule III (§41), are *all, are, away, aware, age, it, its, or, of, other, others, each, which, our, out, ought*. Of these the words *are, or, our, and far*, when not initial in the phrase, are represented by *r*, and the word *all* by *l*. After *t* and all minute letters the *l* does not join well; therefore, when *all* follows these letters use right *a*. As right *a* is used for *all* only when following *t, h, r, l, sh, wh, and ch*, it may generally be used for *a, an*. Many writers prefer to use minute *a* for *a* and *an*, and it may properly be so used. The word *of* in phrasing is written by right *o*, and *of the* or *of it* by right *o* half-length. The words *I am* and *I may* are represented by right *i* 3, since *ire* is a word of infrequent occurrence. Right *i* 5, when written alone or at the beginning of a phrase, represents the word *which*; right *i* attached to a preceding word represents either *which* or *I*.

ILLUSTRATIONS

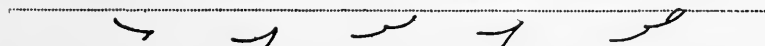
1 are aware, are away, all are aware, all our might, are all away,



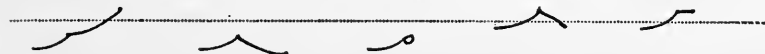
2 it may be, all others, all of, all of the, each of, each one,



3 each time, which is, which I, which one, which I will,



4 which we, which you, which are,* I may be, I may not,

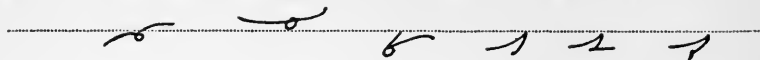


* When circle *r* is attached to *i*, it is turned on the right side to prevent confusion with *j*.

5 I may do so, I am sure, I am not sure, in our way, in our age,



6 at our age, see how I, of our age, it is, it is not, it is true,



7 it is not true, all of one, are of the, not of the, look at,



8 ought to be, to all, for all, how all, hear all, why all, show all



WRITING EXERCISE

1 I am, I am not, I am so, I am sure, I am glad, I am not aware,
 2 I am not so sure of it, I am going, I may not be there, I may not
 3 be through, I may not see you, I may not wait, we are all well,
 4 to all, take all, not all, how all, hear all, where all, why all,
 5 show all, for all are, there all are, nearly all are, as all are,
 6 as all men are, are you aware, we are aware of it, they are aware
 7 of it, they are not aware of it, very well aware, very well aware
 8 of it, very well known, very well seen, not ours, it is not ours,
 9 why are you not aware of it, why are you not sure, why now,
 10 no others, give others, for others, why others, when others,
 11 by others, all others, on all other, one or the other, one or the
 12 other of you, one or the other of us, by all means, by some means,
 13 by such means, all our, at our, at our time of, in our time,
 14 in our way, on our way, in our work, over our time, over our
 15 way, over our work, out of our work, out of our course, my age,
 16 our age, your age, of age, its age, not of age, her age, age of,
 17 age after age, now at, buy at, for at, as at, all at, when at,
 18 take at, take it, time it, for it, before it, lay it, as far as,
 19 at our time, at our own, at our day, at our time of.

53. Positional Phrases.—There are a few phrases of two words each, the last word being *a*, *the*, *I*, or *you* and therefore expressed by one of the positions; as, *to a*, *to the*, *to you*, *do a*, *do the*, *do I*, *do you*. In all such phrases the first word, or the sign for it, is written on the position of the second word, thus expressing both words in one sign. In the following phrases, the signs used are

z for *as*, as in *as a*; *f* for *if*, as in *if the*; *l* for *will*, as in *will you*; *l* written inverted for *all*, as in *all the day*.

ILLUSTRATIONS

- 1 to a, to the, to you, do a, do the, do you, do I, for a, for the,
 2 for you, for I, as a, as the, as I, as you, have a, have the,
 3 have I, have you, if a, if the, if I, if you, all a, all the,
 4 all I, all you, will a, will the, will I, will you, all I have,
 5 all you have, all the time, all the day, will I have time,
 6 will you have, will you go, will you not, will you be there.
 7 will you be through, through a, through the, through you, of a,
 8 of the two, of you, if I have, as you have, as I may

CHAPTER XII

INITIAL VOWELS (CONTINUED)

54. Vowels Modified for *t*, *d*, or *th*, and *m* or *n*.—The vowels being short characters are, like the short consonant characters, made half-length for a following *t*, *d*, or *th*, and minute for a following *m* or *n*.

ILLUSTRATIONS

- 1 and hand hint apt assert aster afraid after another

2 about anther act agreed accord actor art allowed added

3 audit aged ahead oiled await enter under upright amen

4 again upon appoint assent amount avaunt account even

5 heavenly alone army atom autumn item iron illness

6 Ivanhoe happens human against adjoining eventually arms

The student will need much careful practice to place the foregoing words correctly and to preserve their relative sizes in rapid writing.

WRITING EXERCISE

1 and ant aunt ants another Andrew (*Andru*) apt aptly about
 2 abroad apartment asserts asters affords afterthought accords
 3 according arts awaits allowed aided agent (*agt*) agents
 4 arrayed (*arad*) allayed (*alad*) obeyed (*obad*) amid annoyed avoid
 5 avowed east ends enters eft egged oiled allied (*alid*) ailed
 6 uprights undress appoints assents amounts accounts against
 7 atoms autumns alone alum arms armistice (*armsts*) items
 8 irons ironing event events evenly evening hoped haste
 9 heaved hint hands handle handily haft halved haunting
 10 heaped heaven hedged hugged hummed hunt hound housed

55. The *r* Following an Initial Vowel.—An initial vowel followed by *r* is always written on the *r* position.

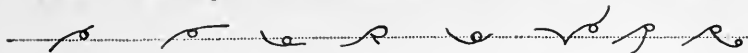
ILLUSTRATIONS

are oral Ira ear urn urchin order ardor

If another *r* follows, which must be written, it is represented by the circle, which may be shaded for a third *r*: as, in *arrears*.

ILLUSTRATIONS

arrears arraign errand irritable errors urari orris orrery



56. If a left vowel is followed by a consonant with a coalescing *r*, as in *agree*, *accrue*, *afresh*, *afraid*, *approach*, *upright*, shade the vowel for the *r*. If the position consonant is followed by an unaccented vowel and *r*, as in *ever*, *over*, *upper*, *inner*, also shade the initial vowel to imply the *r*. The words *ever* and *every* are best used as phrase words, written with the circle *r*.

ILLUSTRATIONS

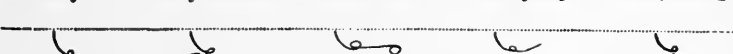
1 abridge agree afresh Africa affray approach apron undress



2 average acre accrue offer over upper inner ever averse



3 every everywhere evermore everyday everything



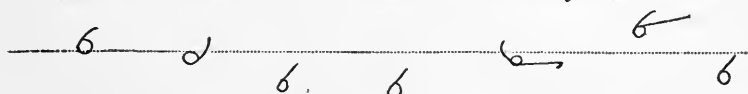
57. If the position consonant is followed by an accented vowel and *r*, the circle is used to imply an accented vowel.

ILLUSTRATIONS

1 aboard assort accord inroad afar affair assure inure



2 assured inured occur occurred enormity abortive overt



58. If double *r* follows a left vowel, as in *overreach*, *override*, shade the vowel and add the circle.

ILLUSTRATIONS

overreach override overrule overrun uproarious offerer



WRITING EXERCISE

1 bra arb abr bar abar bre erb ebr ber eber bri irb
 2 ibri bir ibir bro orb obro bor obor bru urb ubru bur
 3 ubur cra arc acra car acor cre erc ecre cer ecer cri
 4 irc icr ciro icor cro orc ocro coro ocor cru urc ucu
 5 cur ucru dra ard adra dar adar dre erd edre der eder
 6 dri ird idri dir idir dro ord odro dor odor dru urd
 7 udru dur udur fra arf afra far afar fre erf efre fer
 8 efer fri irfi ifri fir ifir fro orf ofro for ofor fru urf
 9 ufru fur ufur gra arg agra gar agar gre erg egre ger
 10 eger gri irg igri gir igir gro org ogro gor ogor gru
 11 urg ugru gur ugur pra arp apra par apar pre erp epre
 12 per eper pri irp ipri pir ipir pro orp opro poro por
 13 pru urp upru pur uper tra art atra tar atar tre ert
 14 etre ter eter tri irt itri tir itir tro ort otro tor otor
 15 tru urt utru tur utur thra arth athra thar ather thre
 16 erth ethre ther ether thri irth ithri ithir thir thro orth
 17 othro thor othor thru urth uthru thur uthur shra arsh
 18 ashra shar ashar apra apar abra abar apre aper apri apir
 19 apro apor apru apur asra asar asre aser asri asir asro
 20 asor asru asur azra azar azre azer azri azir azro azor
 21 azru azur amra amar amre amer amri amir amro amor
 22 amru amur anra anar anre aner anri anir anro anor
 23 anru anur afra afar afre afer afri afir afro afor afu
 24 afur avra avar avre aver avri avir avro avor avru avur
 25 acra acar acre acer acri acir acru acur agra agar agre
 26 ager agri agir agro agor agru agur alra alar alre aler
 27 alri alir alru alur alro alor adra adar adre ader adri
 28 adir adro ador adru adur atra atar atre ater atri atir
 29 atro ator atru atur athra athar athre ather athri athir
 30 athro athor athru athur ajra ajar ajre ajer ajri ajir
 31 ajro ajor ajru ajur appreciable (*aprshbl*) approach (*aprch*)
 32 approve (*aprv*) apprehend (*aprhnd*) applicate (*applct*) attire (*atr*)
 33 aggravate (*agrvt*) aggrieve (*agrv*) attract (*atret*) attest (*atst*)
 34 attack (*atc*)

WRITING EXERCISE

Let the student write the following syllables and words through once, and then write each ten times. This will greatly help him to fix the writing of vowels by Rules II and III.

A1 ab ap hab hap aub abr apr eb ep heb hep ebr epr
 2 ib ip hib hip ibr ipr ob op hob hop obr opr ub up
 3 hub hup ubr upr as az has haz aus haus asr azr es
 4 ez hes hez eus ews ezr esr is iz his hiz isr izr ois
 5 hois os oz hos hoz ooz hoosz osr ozz us uz hus huz

- 6 usr uzr ous hous am an ham han amr anr hamr hanr
7 awm em en hem hen emr enr hemr henr in im hin
8 him inr imr himr hinr on om oin hoyn hon hom onr
9 omr honr homr of ov hof hov ofr ovr hofr hovr uf
10 uv huf huv ufr uvr huvr ag ac ak hag hac awk
11 hawk ecr egr hegr eg ec ek heg hec ic ig ik hig
12 hic hik igr icr hier og oc ok hog hoc hok ogr ocr hogr
B1 aw awr awhl al alr ar arr ad at ath addr atr adl
2 aj ah il ilr ir irr irl or orr orl ot odd oth otr odr
3 othr odly oh och oj el elr er err erl erly et ed eth
4 ethr etl ech ej eh ejr ul ulr ur url urly ut ud uth
5 utr udr onr only awfly esly erly homly ably idly odly
6 egl ekl ekly hagl hagly highl highly
C1 obey (*oba*) abbey (*aby*) abbess able apple open (*opn*) opera (*opra*)
2 opulence (*oplns*) up upper (*upr*) upheave (*uphr*) upheaval
3 opal (*opl*) us use uses using user (*usr*) usual (*usl*) usually (*usly*)
4 using useful (*usfl*) usurp (*usrp*) usage (*usg*) ease easy
5 easier (*esr*) easel (*est*) easiest (*esst*) ask (*asg*) asks asking
6 aspen (*aspn*) aspire assay (*asa*) assaying assayer (*asar*)
7 assume (*asm*) isthmus (*isms*) Islam (*Islm*) Anna (*Ana*) annal (*anl*)
8 aniline (*anln*) ample ampere (*ampr*) only one (*on*) once (*ons*)
9 inner (*inr*) ink inks inky inked (*inkd*) inkstand (*stnd*)
10 enrage (*enrg*) Emma (*Ema*) empire empress Una unlike (*unlk*)
11 unless (*unls*) humble hung hunger (*gr*) of offer (*ofr*) over
12 offal (*ofl*) often (*ofn*) office (*ofs*) avail (*avl*) aver average (*avrg*)
13 averse (*avrs*) ever (*evr*) evil evict (*evct*) Eva uvula ache (*ac*)
14 acre (*acr*) acres oak (*ok*) ogre oaks ox (*ocs*) oxen egg eggs
15 eagle (*egl*) eager (*egr*) equal (*ekl*) ugly uglier (*uglr*)

CHAPTER XIII

RECAPITULATION

59. Two Alphabets.—We have now fully presented, and the student should have thoroughly mastered, the two alphabets, visible and invisible, one of letters, the other of positions representing letters.

60. Two Initial Letters.—The object of both alphabets is abbreviation, and by combining letters from each in accordance with the three rules, any two initial letters of a word are legibly expressed by one letter.

61. Three Initial Letters.—By the methods of writing coalescents, both vowels and consonants, which have been presented, any two coalescing letters are expressed in one letter; and by combining the coalescents with the positioned alphabet, three letters beginning a word are legibly represented by one letter.

62. Four Initial Letters.—By means of the principles of lengthening, shortening, and making minute, four initial letters,—two coalescents, a vowel, and a following consonant,—may be represented clearly by one shorthand letter. By a few principles of abbreviation yet to be presented, many frequent initial combinations and syllables of four and five letters are written by one letter.

63. Order in Writing.—The writing of these beginnings of words, by these rules, precisely conforms to the order of the utterance of the sounds in the spoken word, so that the elements of the written word are presented to the eye of the reader in the same sequence as the spoken word is to the ear of the hearer.

A definite idea of each of the preceding features is of the utmost importance to the pupil, who should not pass this lesson until able to apply all of them in writing such words as have been given. Carefully study the following re-statement of the three rules, and write the illustrations many times, until clear ideas are formed of the beginnings of words.

POSITIONED ALPHABET

POSITIONS	VOWELS	CONSONANTS	
		Left	Right
1	a au aw	p b	w wh
2	e eu ew	s z sh zh	l
3	i y oi oy	m n	r
4	o ou ow	f v	t d th
5	u oo	c k g (qu x)	ch j h

ILLUSTRATIONS

1 sa as has aus haus se es hes ews hews si is his ois



2 hois so os owes ooz hooz su us hus ous hous houses



WRITING EXERCISE

1 sa as has aus haus se es hes ews hews si is his ois

2 hois so os hos oos hoos su us hus ous hous be eb

3 heb eub heub bi ib hib oib hoib bo ob hob oob hoob
 4 bu ub hub oub houb ca ac hac auc hauc ce ec hec
 5 euc heuc ci ic hic oic hoic co oc hoc ooc hooc cu
 6 uc huc ouc houc do ad had aud haud de ed hed eud
 7 heud di id hid oid hoid do od hod oud houd du ud
 8 hud fa of haf auf hauf fe ef hef euf heuf fi if hif
 9 oif hoif foo of hof oof hoof fu huff ouf houv ga ag
 10 hag aug haug ge eg heg eug heug gi ig hig oig
 11 hoig go og hog oog hoog gu ug hug oug houg ha ah
 12 auh he eh heh euh heuh hi ich oich ho oh ooh hu
 13 huh ouh hough ja aj auj je ej hej heuj ji ij oij
 14 jo oj ooj ju uj ouj huj houv la al aul le el hel eul
 15 heul li il oil lo ol ool lu ul hul oul houl ma am
 16 ham aum haum an han aun haun me em hem eum
 17 heum mi im him oim hoim mo om hom oom hoom
 18 mu um hum ous houn na an han hun haun heen
 19 hen eun heun ni in hin oin hoin no on hon oon hoon
 20 nu un hun oun houn pa ap hap aup haup pe ep hep
 21 eup heup pi ip hip oip hoip po op hop oop hoop pu
 22 up hup oup houp qua akw que ekw qui ikw quo okw
 23 ra ar aur re er ewr her hewr ri ir oir hoir ro or
 24 oor hoor ru ur hur our hour ta at aut ha te et het
 25 eut heut ti it oit to ot oot tu ut out va av hav
 26 auv houv ve ev hev euv heuv vi iv hiv oiv hoiv vo
 27 ov hov oov hoov vu uv huv ouv houv wa aw haw
 28 we he hew wi li wo ow how xa aks haks auks hauks
 29 xe eks heks euks heuks xi iks hiks oiks hoiks xo oks
 30 hoks ooks hooks xu uks huks ouks houks ya ye yi yo
 31 yu cha ach auch che ech euch hech euch heuch chi
 32 ich hich oich hoich chu uch huch ouch houch sha ash
 33 aush she esh eush heush shi ish oish sho osh oosh shu
 34 ush hush oush housh wha awh whe

CHAPTER XIV

PRACTICE IN RELATIVE SIZES OF MODIFIED LETTERS

64. Modifications in Size.—It is evident that long letters may be lengthened and short letters shortened without conflicting with each other, and that surface letters may be both enlarged and made minute without confusion.

65. Classes of Letters.—To refresh the pupil's mind on the three classes of letters and their modifications, and to perfect him in writing them, let him now write each class, in alphabetic size, six times.

The long letters are *m, f, s, v, c, q, k, w, x, y, z.*

The short letters are *a, i, o, e, u, b, n, th, d, r.*

The surface letters are *h, r, l, p, g, sh, ch, wh, ng, j, sc, sp, st.*

66. Long Letters.—Now make six copies of the long letters about one-half longer than their alphabetic size, and six copies twice their usual size; also six of lengthened *p* and *g*.

This lengthening is to imply a following *m* or *n*, and the double lengthening is to imply an additional *m* or *n*, as in *minim, summon.*

67. Short Letters.—Make six copies of the short letters except *o*, in miniature size,—as minute as possible while yet preserving their form and proper direction. These minute forms of *a, i, e, u, n, d, th, r,* and *b* are distinct characters implying a following *m* or *n* and often a following *y, l, ly, fl, fly.*

Now make six copies of the short letters half their alphabetic size, which is done to imply a following *t, d, or th.*

68. Surface Letters.—Make six copies of the surface letters half larger than their alphabetic size, which is done to imply a following *t, d, or th.* Remember that *h, sh, ch,* and *wh* are not enlarged for a following *th.*

Make six copies double their alphabetic size, which is done to imply a following *tt, td, dd,* making the added syllables *tut, tet, tit, tot, tut, tad, ted, tid, tod, dad, ded, did, dod, dud,* as in *patted, sodded.*

Make six copies of the surface letters in miniature size, as small as possible and maintain their proper form. This is done to imply a following *y, l, ly, fl, fly,* or *ll,* according to the context, as in *deadly, dreadful, dreadfully, moral, morally.*

MOVEMENT EXERCISE



Resting the arm and hand very lightly, draw these continuous ovals by a very rapid movement, with the purpose of acquiring the power of rapid movement of the arm and hand.

CHAPTER XV

COMPLETE STATEMENT OF MEANS OF IMPLYING M AND N

69. Lengthening.—(1) The long letters are all extended to the length of *mn* to add a following *m* or *n*.

(2) The letters *p* and *g* are lengthened, without widening, to imply *m*, *n*.

(3) When *l* and *r* turn on a preceding letter, they are lengthened to imply *m*, *n*, by carrying the line which forms the curve of either across the preceding letter in a continued curve. After *l* this extension may also imply *s*. Examples are *corn*, *morn*, *melon*, *meals*, *column*, *coals*. The *l* is never lengthened for *m*, *n*, or *s*, however, when it is initial or when it stands alone.

(4) The long letters are drawn a greater length to imply a following syllable beginning with *m* and ending with *n*, as *mon* in *common*, *summon*, and *mum* in *maximum*, or *ine* as in *examine*.

(5) When *s* and *n* or *m* coalesce, always lengthen the *s* to imply the following letter. In general, if a long letter is followed by final *nt*, as in *sent*, *want*, *exeunt*, *rent*, lengthen the long letter to imply *n* following, and add the *t*; but when it is followed by *nd*, as in words like *wand*, *send*, *examined*, *rend*, do not lengthen the first letter but write the shortened *n* to imply the final *d*. In words in which *c*, *m*, or *y* is followed by *m* or *n*, however, it is always better to lengthen the *c*, *m*, or *y*, and add the letter that may follow; as in *count*, *kind*, *meant*, *mind*, *yawned*.

70. Making Minute.—The short letters are made minute to imply a following *m* or *n*, and sometimes a following *y*, *l*, or *ly*. Initially, the miniature letters, with few exceptions, imply *m* or *n*, but when medial or final generally imply *y*, *ly*; as, *penny*, *sadly*, *baby*, *lady*, *worthy*, *weedy*, *muddy*, *kindly*, *soundly*, *windy*, *ladle*.

This modification can not apply to *o* because of *t* and *s*, nor to *j* because of *sh*, which the modified *j* would too closely resemble.

The *b* is made minute for *bl* coalescent also, and for final *by*, and *ble*, *bly*; but this does not interfere with the minute form for *m* or *n* except in a few words; as, *blow* and *bone*, *blue* and *bun*, *black* and *bank*. In such cases the preference is given to *bl* because of the coalescence of the two letters, and the *bn* is written out (see §21).

71. Letters Not Modified.—By these given modifications, *m* and *n* are added to all letters except *o*, *j*, *sh*, *ch*, and *wh*. These do not need to come under the rule, since initial *o*, like the other vowels, is written on position 3 for a following *m* or *n*; and *j*, *sh*, *ch*, and *wh* are continued into a following *m* or *n* without an angle, as in *shine*, *chum*, *join*, *whom*.

72. Importance of Principle.—This is one of the most important provisions for abbreviation that can possibly be made, as *n* is the most frequent consonant, while *m* is also of common occurrence.

The implication of either *m* or *n* by the modified letter may seem to be indefinite; but the student will soon find that, with the other letters in the word and with the context, the intended letter is clearly revealed.

73. The Syllable ment, when final, may be represented by *nn*, thus shortening the outline without materially impairing the legibility of the terminal.

REVIEW WRITING EXERCISE

1 man men mean mine moan moon manner meaner minor
 2 mourn mourner mourning meaning mining moaning
 3 mooning mumming meant mint mantle mentor mints
 4 mounts mounting mined mind mend mound minors manners
 5 mourners mariners (*marnrs*) manly mannerly mingle mangle
 6 mumble mumnery same sane saint sound sand signed seen
 7 seem sent scent send small smell smile sneer snore sinner
 8 snap snag snug snipe snip snob snare fan fame faint fanned
 9 fender fennel (*fenl*) final fount found fund finer from frame
 10 fringe frank front frond forest fume funnel vain vaunt
 11 vent vinegar (*vingr*) vintage (*vintj*) wan want wand wen
 12 went wend win winner (*winr*) won wont wound wing can
 13 can't ken kin king camp crimp come count cant corner
 14 cunning crown crumb cram cream crime crimes crans
 15 creamer crimson (*sn*) women woman cannon common commons
 16 famine foeman freeman salmon seaman summon summoner
 17 uncommon envenom inhuman (*inhmn*) persimmon footman
 18 juryman (*jurmn*) German sermon foreman carman bookman
 19 groceryman (*grosrmn*) dairyman (*darmn*) Norman Roman
 20 treason (*tresn*) reason risen prison game gain gone gun
 21 grain grin grim grown groom greener pain pin pen pine
 22 pun prank punk general (*gen + minute r*) Salem solemn silent
 23 column calm melon Milan film invulnerable (*invlnrbl*)
 24 Columbia (*Colmba*) Finland (*Finlnđ*) fallen corn burns ferns
 25 dormer sunburn alarm adjourn affirm adorn scorn spurn

1. The man in the moon came down too soon. 2. Many men of many minds; many birds of many kinds. 3. Three fine-looking young men came from the mine and went singing down the canyon. 4. Is it common for women to serve as examiners (*xamurs*) in a case of this kind? 5. She is a keen, calm, queenly woman of uncommonly fine presence. 6. None who drink wine can win the game. 7. There are many small pines on the grounds. 8. This pen is too fine for a full-grown man. 9. The wintry winds sang a solemn requiem over the frozen remains of the drunken old man. 10. Some women from Maine with winning smiles came winding their way through the mown grain.

1 name Nan nine known none nun nunnery numb names
 2 naming ninny that then them thin thine thumb damn
 3 Dane dawn dame den deem din dim dime dinner don
 4 done down dun dunned dumb drain drawn dream drum
 5 don't dent dint daunt dreamed dreaming drained drains
 6 drowned drone drummed drummer dreamer drink drunken
 7 drank damage damaging damages damaged theme thumb
 8 thrum thump thimble thimbles blame blaming blessing
 9 blessed blest blow bone bank black banking blacking
 10 banquet belief believe blithe blows blue bun blues block
 11 bleak blaze amen even item atom event events evening
 12 heaven heavenly arm army alone again upon eventually
 13 essentially arraign amain within appoint assent amount
 14 avaunt account rain wren raining run running runs rains
 15 reindeer runner rink ring rings ringing bring brink brine
 16 brown brain brawn nimble noble sable dabble cable cobble
 17 gable gobble valuable voluble soluble salable gamble grumble
 18 crumble scramble scribble liable label wobble trembling
 19 gambling grumbling tumbling fumbling mumbling amenable
 20 assemble nimbly shabby chubby nobby lobby ruby baby
 21 booby nobly feebly assembly journey bonny brainy caddy
 22 candy comedy toady tardy windy ready Johnny ebony rainy
 23 tawny downy pony thorny ferny honey shiny winny Timothy
 24 apathy sympathy withy Dorothy healthy wordy worthy
 25 Sunday Monday Tuesday Wednesday Thursday Friday Saturday

CHAPTER XVI

PHRASE WORDS AND PHRASES

74. The preceding contractions develop a number of common words occurring in phrases, among which are the following: *man, men, mine, manner, minor, meant, mint, mount, same, seem, seen, sign, some, sum, summer, can, come, crime, win, wine, fame, fine,*

frame, from, want, wanted, went, winter, within (win), vain, gain, gone, grain, grown, pain, principle (prin), name, none, known, been, them, then, think (thin), deem, done, dream, drawn, drown, drain, thrown, alone, again, even, heaven. The minute *a* is *an*, *am*, *aim*, and it is also used in phrase writing for *a*. The right *o* is used for *of* and *off* in phrases, and the left *o* for *on*, *own*, and *one*.

ILLUSTRATIONS

- 1 some time, some men are, is mine, his manner, a minor,
- 2 some sign, principal men, take from them, grown men,
- 3 want none, want them, want done, vain man, grown some,
- 4 seen some has come, to come, come down, then came, he can,
- 5 how can, I can, you can, there can, no more, no more than,
- 6 no more from, now and then, none of, no one of, not one,
- 7 some one of you, thrown down, think not, I think not, you know

WRITING EXERCISE

- 1 I mean, some men, these men are, those men will, some men are,
 2 how men can, no one man, how one man, all men are, all men
 3 can, some men are; some men seem, few men are, few men
 4 can, few men have the, men of, he is a minor, he is from,
 5 it is from, not from, will not come, could not come, can not
 6 come, come on now, may not come, you may come, not very
 7 fine, not very far from, just (*ju*) from, it is from them, want some,
 8 I want some one, if some one can, you may come, you may have
 9 some, where from, it is too fine, he came from home, he can
 10 not come, I will give some one, how soon can you come, how
 11 fine they are, how soon they have grown, in the meantime, no

12 one can, one of you can, one of you came, all one can do, it all
 13 came from, it is not common, it is uncommon, it is uncommonly
 14 fine, I will be there very soon, I want some fine ones, full of
 15 pain, pink color, green corn, no grain grown, do not chew
 16 gum, I want to go, I want to come too, you may go, you may
 17 stay here, you may not go, not then, not done, no more than,
 18 your name, in his name, for his name, this name, for them,
 19 with them (*dem*), by them, give them, pay them, want them,
 20 see them, will drain, well drawn, I have known, I have not
 21 known, very well known, saw none, well known, not known,
 22 I have done, I have drawn, they have drawn, they have done,
 23 make a drain, dig a drain, my dream, do you dream, I think,
 24 to think of, all alone, come again, not alone, not again,
 25 is alone, then again, is not known, was not known, was not
 26 well known, is soon known, when done, when drawn, all done,
 27 not done, quite done, quite well known, not very well known,
 28 very well done, not very well done, very well drawn, not very
 29 well drawn, withdrawn.

CHAPTER XVII

COMPLETE STATEMENT OF MEANS OF IMPLYING T, D, TH

75. Short Letters.—When a short letter is followed by either *t*, *d*, or *th*, it may be made half its usual length to imply the letter following it. Medial or final *t* and straight *s* are often lengthened to imply a following *t* or *d*.

76. Surface Letters.—When a surface letter is followed by *t*, *d*, *th*, it may be enlarged to imply the following letter, with the exception that *h* and *sh* are not enlarged for a following *th*. The *sk* hook also may not be enlarged, because of the possible confusion with *sq*, so *d*, *t*, *th* following it are always written; *scr* however is enlarged for a following *pt*, making *script*, as in *script*. Initial *l* is enlarged only for *lt*, as *ld* and *lth* are written alphabetically as easily as by enlarging and are the more legible.

77. Expressing r.—When *r* precedes the *t* or *d* implied by shortening an initial vowel, as in *afraid*, *agreed*, *abroad*, the vowel is shaded for the *r*. If the *r* follows the implied *t*, *d*, as in *after*, *actor*, the circle *r* is used; *inter*, *enter*, and *under* are, by exception, written with the shade, that they may not resemble *wh* and *ch*.

When coalescent *r* is involved in an enlarged surface letter, as in the word's *pride*, *great*, *shred*, the shade is used. When

uncoalescent *r* occurs as in *heard*, *shared*, *part*, the shade is also used; but if *r* occurs at the end of the syllable or after it, as in *heater*, *hotter*, *patter*, *greater*, the circle is used.

ILLUSTRATIONS

1 afraid afford agreed assert abroad effort appeared aster



2 after actor intermit underweigh underpin entertain entered



3 prayed parts peered reporter greater gored growth herder



WRITING EXERCISE

- A 1 bad bat bath bathe bed bet bred bread breed breath
 2 bit bright bride bitter better boat both bought broth
 3 but bud brute brood brewed neighed gnat gnawed nature
 4 net neat newt nit knit night nod not knout nut nude
 5 nothing that thawed threatened threads thought throat
 6 thoughts thud thuds date drayed debt dead death dread
 7 did dried debtor dot doth duty duds apt apart abroad
 8 assert aster and Andrew afraid after act ached agreed
 9 accrued actor acts acting actually (*actly*) obtained (*obtnd*)
 10 opened (*opnd*) offend omit omitted east end enter used under
 11 unto (*unt*) into (*int*) inroad (*inrd*) awed await art arts
 12 artery (*artry*) article (*gl*) added ahead aged agent (*agt*)
 13 agents (*agts*) old older olden order orders ordered oiled
 14 ointment elder edged send sent signed find fount found faint
 15 fund sound sand saint seated counted scented fainted
 16 wanted trusted want went wind wound wend vaunt bent
 17 bond bind band taunt tent tint tinted
- B 1 had hat hate hated hard heart harder hardly harden
 2 hardens hardness hardwood head heat hewed heath heated
 3 heatedly hit hid hired hides hidden hot hoard hoarded
 4 hotter hotly hotness, hot day, hut pat pad paid pawed path
 5 part patter pet pit petted pitted pitied pot pod proud
 6 poured put puttied pride gad gate grate great greater
 7 greatness greet greeted greed greedily guide guided God got
 8 growth good late laid later lately lath leather lather leader
 9 lord letter light lighter loiter lighten lights letters lots
 10 lute lutes shade shaded shared shied showed shot shotted
 11 shout shouted shroud shrouded shred shredded shoot
 12 shooter shoots shooting chat chatted chatter chatters

13 chattering cheat cheated cheater cheaters what whit
 14 wheat white sailed salt salted salter salts salting saltness
 15 salt sea, sealed soiled sold sullied mailed malt melt mild mildly
 16 molt mold nailed kneeled inlet dealt dolt dulled drilled balled
 17 bailed belt billed built bolt bolts bold bullied called kilt
 18 colt cold colder cull culled walled weld welt wilted welled
 19 willed wilt willing wold world failed fault felt filled
 20 fold fooled folded vault vaulted yield yielded yelled exalt
 21 exalted exiled exult exulted quailed quelled quilt quilted
 22 quarreled crawled frilled gold guild gilt gilded gulled
 23 gullied galled grilled pallid polled peeled kept capped caged
 24 cupped crept cropped sapped soaped sopped sagged mapped
 25 napped nagged draped dropped drooped dogged dodged
 26 dipped dripped lapped lopped loped looped limped longed
 27 lounged drugged drugged wept wiped rapid lagged logged
 28 lugged helped impede impeded impaired imputed imparted
 29 we need, we had, we got, we let, you had, you got, you
 30 paid, you let, it had, it got, it did, we bought, we brought,
 31 we did, we dread, we thought that, we thought not, we bought
 32 that, we wrote that, we did not, it did not, he did not, this
 33 did not, who (*hu*) did not, you did not, but not, and that,
 34 and thought, I thought that, for that, by that, it should not,
 35 we should not, they should be, they should not be, he should
 36 have (*v*), it should not, they should be, there should have, so
 37 had, so hard, not hard, very hard, quite hard, we heard,
 38 you heard, it sold, we sold, you sold, when had, what for,
 39 what are, what not, what day, what time (*t*), what year,
 40 what now, what in, what if (*f*), what are you at, what are
 41 you about, what are you after, adored allured award awarded
 42 arrayed attired assured inured immured aboard occurred
 43 afford afforded athwart awkward outward roared reared
 44 ward warded wearied wired word fired feared ford forded
 45 marred mired neared narrowed (*nard*) dared endeared (*endrd*)
 46 altered seared sired soared sword shared card carded
 47 cord corded cured varied veered yard yarded exert
 48 exerted exhort exhorted exordium barred beard bird board
 49 boarded gored pared peered poured quart quarter quartered
 50 quarried inquired (*quired*) queried tarred tart toward tired
 51 turret tortured nurtured postscript manuscript nondescript
 52 descriptive scrap scripture waited seated coated counted
 53 mounted bloated glutted gloated pleated plated plotted
 54 pleased placed glazed blazed teased tossed traced trussed

CHAPTER XVIII

COMPLETE STATEMENT OF MEANS OF IMPLYING Y OR L

78. Surface Letters.—The surface letter *l* is made minute for *ly*; all other surface letters are made minute to imply a following *l* or *y*, when *y* is a vowel representing short *i*, as in *happy*, *fury*.

The *p*, *g*, *sp*, and *sc* frequently coalesce with *l*, and are, therefore, made minute for coalescent *l*, as in *plan*, *splice*; the other surface letters which never coalesce with *l*, are safely made minute to express a following uncoalescent *l*, as in *hail*, *shall*, *wheel*.

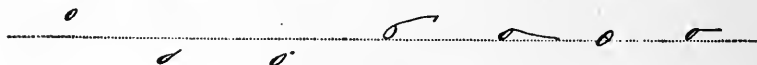
It is found practicable to give the minute letters even greater scope, and to let whatever modification implies *l* or *y*, imply also *ly*, *fl*, *fly*, or *ll*, as in *manly*, *thoughtful*, *thoughtfully*, *parallel*.

79. Minute l.—The minute *l*, initial, is used only for *fl*, except to represent the word *little*, for which it is used; but when final it is *ly*, *ll*, *fl*, or *fly*, as explained in the preceding paragraph.

In such words as *raffle*, *rifle*, *reflect*, *reflex*, the minute *l* is shaded at the beginning to express the initial *r*.

ILLUSTRATIONS

raffle ruffles ruffling reflect reflex rifler refluent



WRITING EXERCISE

- 1 hall hail haul hill hell he'll highly hole wholly hills
- 2 holes hulls plays glaze glass place please plies plows
- 3 plowman gloom glint glisten gleaming gloaming glimpse
- 4 gloomily glossily pleasantry chilliness eagerly utterly usefully
- 5 unseemly unmannerly unwomanly inhumanly uncomely
- 6 every accurately only seriously furiously curiously easterly
- 7 badly brutally broadly deadly dryly deeply dreadfully calmly
- 8 glibly grimly generally sincerely ample amply nimble nimbly
- 9 dimly meanly dumbly dreamily drearily drowsily easily
- 10 oddly hourly handily utterly beautifully bitterly neatly
- 11 nightly daily dally thoroughly (*thurly*) entirely (*entrly*)
- 12 fully warily thoughtfully namely mainly solely greatly
- 13 hardly haughtily hastily hardly godly greedily serenely
- 14 insanely purely parallel gladly placidly (*pladly*)
- 15 simply plainly tearful tearfully merely barely fearfully
- 16 trimly surly surely (*shurly*) clearly armful splints splendidly
- 17 spicily speedily shapely cheaply simple double doubly
- 18 noble nobly single singly angle gaily gleeful gleefully

19 gloriously nearly dearly sorely curl curly warily wearily
 20 barely burly churl cheerily cheerfully rely reliable relies
 21 relay relied relate really rollicking relying rolled rolls rules
 22 rollers rulers relief realm ruled railed shall shells shelling
 23 shoals shouldered shoulders shouldering parley parallel parleys
 24 parallels paralleled parleyed parleying paralleling pearly
 25 girl girlie girls garrulous girlish globule moral morally furl
 26 usually Billy Nelly Sally daily duly Molly calla collie coolly
 27 seemly mannerly humanly jolly jelly July goodly horridly
 28 maidenly motherly brotherly fatherly penny sunny lady baby
 29 booby wily woolly moolley sully silly sorely yearly awfully
 30 hatefully comely queenly womanly Dolly inly airily puny
 31 funny muddy company stony Benny Jenny Johnnie witty
 32 city duty Netty natty fussy dressy drowsy juicy lazy breezy
 33 frenzy Kitty pussy pansy grassy able awful assail avail evil
 34 equal annals annul sharply simplicity singled mingled angles
 35 angels churls Charles reliability reliant related realms
 36 shall be, shall have, shall not, shall see, furred furling
 37 pennies ladies babies baby's haply (*ly*) happily (*ply*) ably ally
 38 alley early

MOVEMENT EXERCISE



80. Phrase Words and Phrases.—The chief phrase words arising from the foregoing are: *hall, haul, hill, hole, whole, rule, real, shall, while.*

WRITING EXERCISE

1 at the hall, in the hall, from the hall, up hill, down hill, over
 2 the hill, great haul, will haul, can haul, can not haul, will not
 3 haul, would not haul, good rule, as a rule, will rule, very
 4 real, not real, so real, little while, meanwhile, good while,
 5 great while, for a while, not while, just while, for while, I
 6 shall, we shall, they shall, how shall, who shall, you shall,
 7 I shall not, I shall be, I shall not be, we shall not be, how
 8 shall it be, we shall see, we shall have, there shall be, there
 9 shall not be, where shall, where shall we, where shall it, where
 10 shall they, where shall I, single man, single woman, simple
 11 minded, single eye, simple reason, single item, single atom,
 12 single thing, simple thing, very simple thing, simple case,
 13 simple cause, single case, single cause, mingle with, mingle
 14 them, fickle minded, daily bread, daily work, daily news,
 15 daily items, deadly work, nearly through, nearly there, nearly
 16 done, nearly over, thoroughly done, thoroughly good,
 17 thoroughly bad, thoroughly finished, thoroughly known

CHAPTER XIX

COMPLETE STATEMENT OF MEANS OF IMPLYING S AND SH

81. Obliques.—The forward oblique consonants which are generally drawn upward when beginning a word may be drawn downward, giving them the angle of sixty degrees, to imply a following *s* or *sh*.

The backward oblique consonants, which when beginning a word are generally drawn at thirty degrees slant, are drawn more upright, at sixty degrees, to imply a following *s* or *sh*.

82. The Vowels.—The left vowels, when initial, are written at sixty degrees on position 2 for *s* or *sh*; when medial or final, they are written downward to imply a following *s* or *sh*.

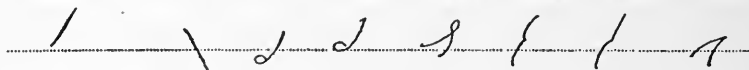
83. The Minute z.—The upright *z* for *zs*, *ss*, *sz*, is not a facile character; therefore it is made minute for *ss*, *sz*, *zs*, instead of being written at sixty degrees. It may curve to the right or left, whichever curve will make the better joining with the preceding letter.

ILLUSTRATIONS

1 washes wish wishes creases years yours wars wares varies



2 various excise joys Jews Jewish abase obeys arrays



3 arose arise annoys allies alloys cherish, do as, such has,



4 much as, as soon (*asn*) as, abuse abyss reddish its, it is,



5 nourish release relies relays previous advance reverse



6 rivers grievously casualty causality saws sizes recess

r y b b r a

7 nurses dresses freezes masses system sustains insists scissors

r n d f m s i s s

8 suspend suspense laces houses hisses gases passes

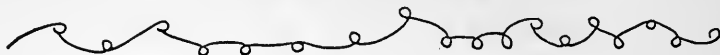
s s l h h g p

WRITING EXERCISE

- 1 was wash washes washed washing washer washerwoman
- 2 wise wisely wisdom wars wires ways worse case crease
- 3 cries cross creasing crossing crosses crossways cruise crust
- 4 crosser Christ Jesus juices base bees boys bows buss
- 5 brace braize breeze brows bruise bruises bruiser bruising
- 6 best baste boast bust braced breast bruised breezy brassy
- 7 yes years yours excise abase abased abyss abysses abuse
- 8 abused Amos avast accuse accused accuses aggress essays
- 9 obeys obese allays alloys allows array arises arouses jest
- 10 just jests joists joust juicy juicily juiciness juicier Jew's-harp
- 11 garish cherish nourish flourish flourishes flourished
- 12 flourishing nourished nourishes nourishment nourisheth
- 13 boorish reddish radish grayish greenish bluish whitish
- 14 vanish finish polish abolish astonish (*astn*) relish relishes
- 15 polishes polished polisher (*shade for r*), see as, so as, do as,
- 16 as soon as (*asn as*), as well (*l*) as, as good as, as great as,
- 17 as fine as, as much (*m*) as, as dear as, as bad as, as bright as,
- 18 as near as, as far as, as long as, so long as, he's, he is not,
- 19 he is there, he is here, he is not here, it is, it was so, so was,
- 20 how is, how was, here is, here was, there is, there was,
- 21 where is, where was, what is, what was, all is, all was,
- 22 so is, so was, she is, she was, she's, why is, why was, when is,
- 23 when was, advise revise invoice serves moves graves
- 24 groves laves leaves lives loves drives naves waves wives,
- 25 it has, so has, he has, how has, how's, there has, why has
- 26 when has, all has, this has, she has, where has, is his,
- 27 do his, see his, how his, not his, for his, give his, gave his,
- 28 at his, in his, do his, all his, no case, no cause, good case,
- 29 good cause, this cause, will cause, great cause, seas size
- 30 sighs sizes sows sews freezes pauses passes pieces places
- 31 pleases praises presses prizes posies pussies gases guesses
- 32 greases glazes masses messes Moses misses musses nieces

33 noses nurses races rises roses ruses teases tresses tosses
 34 traces dazes doses dresses dizzies laces leases losses hazes
 35 horses hisses season Susan schism bases busies bosses
 36 busses breezes brasses increases decreases surprises abuses

MOVEMENT EXERCISE



CHAPTER XX

MEANS OF IMPLYING NS, MS

84. Ns, ms, Medial or Final.—The letters *ns*, *ms*, or *nc* (soft) either medial or final, are represented by a horizontal semi-ellipse joined angularly to the under side of the preceding letter, opening generally to the right, but to the left after *o*, *i*, *t*, *p*, *k* hook, *sk*, and circle *r*, to give a better angular joining, as in *offends*, *immense*, *tunes*, *pencil*, *sickness*, *briskness*, *mourns*. When this character is not readily used, the alphabetic letters are used, as in *shines*, *Jones*. After *g* or *p*, as in *grains*, *pains*, it is better to lengthen the *g* or *p* for *n*, and add *s*.

This character is enlarged like other surface characters to include *t* or *d*, making *nts*, *nds*, or *nst*, *nced*, and *mpts*, as in *sends*, *scents*, *winds*, *winced*, *fends*, *fenced*, *attempts* (*atmts*), *preëmpts*.

It is also made minute to imply *y*, *l*, *ly*, as in *fancy*, *fancies*, *tensile*, *pencil*.

85. Written Upward.—The *ns* hook is written on the upper side of a preceding letter for a following or final *s*, as in *businesses*, *fences*, *minces*, *winces*. When it can not be written upward, as after *o*, *t*, and *p*, in such words as *offences*, *trounces*, *pretences*, the hook may be opened toward the right to imply the final *s*, as the possibility of confusion with *sp* is very slight.

ILLUSTRATIONS

1 mince wince bounce trance minced minces drowsiness



- 2 bounced laziness offences bounds winced winces fancy
- 3 fancies quinsy pencil tensile evince evidence evidences
- 4 evinces intense intenseness intends independence independencies
- 5 France Francis tempts attempts preëmpts pretends pretences
- 6 tense tenses sentence sentences damsel damsels tonsil
- 7 tonsils sense sends senses senseless utensil utensils

WRITING EXERCISE

- 1 man's means mines moans moons mends minds trains
- 2 teems times terms bands bends binds bounces fence fines
- 3 foams fumes sands seems senses signs sums canes kens
- 4 comes coons cants kinds counts wants wands wends winds
- 5 wounds vince winces dance dances dense domes dunce
- 6 dunces dooms deems dins drains dreams drones drums
- 7 dines thrones thrums thumbs names nines noons evince
- 8 events evinces amends opens offends immense immenseness
- 9 intense intenseness attends intends ascends paints pends
- 10 points pounds immensely drowsiness business laziness uneasiness
- 11 booziness greasiness furiousness fussiness thoroughness sandiness
- 12 juiciness breeziness brassiness timorousness closeness commence
- 13 commenced commends commences offence offences looseness
- 14 dressiness pains pens puns primes gains grains greens guns
- 15 grooms games storms streams sternness storminess sickness
- 16 darkness bigness blackness frankness thickness meekness
- 17 sacredness fickleness exactness brusqueness huskiness burns
- 18 mourns occurrence assurance chance shines soreness variance
- 19 weariness yearns thorns

1. It is not very immense. 2. It is very intense. 3. It gave no offence.
4. I do not like its appearance. 5. What is the inference? 6. What were

the terms? 7. The signs of the times. 8. His briskness is well known. 9. If he had better sense. 10. Can you jump that fence? 11. I can jump all fences. 12. Can you give me the times of the trains? 13. Have you seen the mines? 14. How many kinds were there? 15. There is much sickness.

MOVEMENT EXERCISE



CHAPTER XXI

MEANS OF IMPLYING F, V, AND UNCOALESCENT W

86. Retracing.—The *sf* (*sph*) provided for under coalescent *s* (§29) suggests retracing other letters besides *s*. Any letter may be retraced to imply a following *f* or *v* when it is convenient to do so, as in *move*, *save*, also to represent *tive*, as in *active*. It is hardly practicable to retrace the circle.

The retracing gives the idea of surface, and it is therefore treated like surface letters; i.e., it is lengthened to imply a following *t*, *d*, or *th*, as in *moved*, *saved*, and it is made minute to imply a following *y*, *l*, *vl*, *vly*, as in *envy*, *anvil*. This minute retracing is also used for *ively* and *tively*, and for the word *evil*.

ILLUSTRATIONS

1 move moved mover save saved safely grave gravely cave

2 caved cavils craved above approval swiftly deft deftly

3 brave braved bravely soft softly (*fly*) novel devil

4 manufacture hovel grooved shovel travel trifle prevailed

5 privilege caves bevel weevil dreadful dreadfully derisively

6 incisively receptive receptively respective respectively

7 respectfully, from evil, not evil, confer conferred comforted

WRITING EXERCISE

1 miff miffed moved movement mover cave caved caving
 2 cavils crave craves save saved safe safely savor
 3 sieve sovereign (*vrn*) muffs favor fever five fifty
 4 grave graves (*downward v*) grieve grieves grove groves
 5 groove grooved grooves travel trifle trifles traveler travels
 6 traveling vivid manufacture manufactured manufacturing
 7 manufactures wave waved weave weaved weaving weevil
 8 wife wove woof woofs above anvil aggrieve invade (*vd*)
 9 invalid unveiled unveiling unavailing draft drift drove
 10 drive dove dive nave knave never knife brave breve
 11 brief thrive thief thrift drivel several civil civilized

1. It is quite safe. 2. How much will it save? 3. Will it be safe?
 4. It will be safe. 5. It will be saved. 6. It will be quite safe. 7. A
 mere trifle. 8. The lines of travel. 9. Very trifling. 10. It will be a
 great favor. 11. Please favor us. 12. Your favor of. 13. In great favor
 14. Not in favor. 15. I do not favor it. 16. The report is not favorable.
 17. Did you note the marvellous swiftness of the deft old weaver who
 wove this novel cover?

87. Implying *w* Uncoalescent.—The letters *d*, *t*, *th*, *s*, deep-
 ened for coalescent *w* occur in so few words that they are used
 to imply *w* uncoalescent and the words for which *w* stands, i.e.,
we, *way*, *with*, *would*, and *were*; and to imply these words any
 other curved letter may be deepened.

ILLUSTRATIONS

1 they would, the way, though we, do we, so we *or* would,

2 they were, same way, some way *or* would, if he would, if I were,

3 if you would as he would, as I would, as you would have,

4 as you were we would, we were, you would, you were,

5 would we, could we, can we, come with, so you were

88. Implying ward, word.—In the words *upward*, *outward*, *southward*, *northward*, *eastward*, *homeward*, *downward*, *onward*, *windward*, etc., the enlarged circle *r* is used for *ward*. In the phrases *our word*, *your word*, *few words*, *receive word*, *which word*, *his word*, *has word*, *any word*, *no word*, *my word*, *one word*, *send word*, *sent word*, *got word*, etc., the enlarged *r* circle represents *word*.

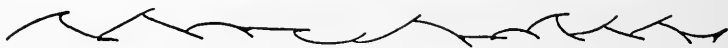
Practice on these suggestions according to the following illustrations until familiar with them:

ILLUSTRATIONS

outward, onward, no word, some word, good word, receive word



MOVEMENT EXERCISE



CHAPTER XXII

MEANS OF IMPLYING ST, SD; DS, TS; PR AND BR

89. The st, sd Loop.—When *st* or *sd* follow a long or short letter they may be expressed by turning a loop similar to *l* on the irregular side of it. When *st*, *sd* occur initially, they are also expressed by a loop on the irregular side of the letter which follows if it is one which permits of it, as *m*, *n*, *c*, etc. Like *l*,

this loop is enlarged to imply a following *t* or *d*, and drawn across the letter to which it is attached to imply a following *s*, *m*, or *n*. It is also used for *xt*; as in *next*, *fixed*, *coaxed*, *boxed*.

90. The ds Loop.—When the letters *ds* either precede or follow a long or short letter they may be expressed by a minute loop drawn on the irregular side of the letter. The letters *ts*, either medial or final, are expressed in the same way, as in *notes*.

91. The Loops sd and ds Drawn Horizontal.—Both of these loops may be written disconnectedly, and they are then distinguished from *l* and *fl* by drawing them horizontally as in *sad*, *sowed*, *days*, *dies*. When beginning a longer word they come under Rule I, and make a syllable with a medial vowel, as *steam*, *stock*, *dismal*, *dispose*, *does not*. For *disl* see § 126.

92. When final the *st* loop may represent the consonants *st*, *sd*, as in *cast*, *west*, *most*; or it may represent a syllable, as in *fused*, *mused*, *advised*. The *ds* loop when final may be *ds* or *ts*, as in the words *nods*, *notes*.

93. The t for st.—The *t* may be used for *st* after short and surface letters, because *t* following short letters is implied by shortening them, and following surface letters is implied by enlarging them. This provides two ways of expressing final *st* after the short letters in general, and three ways after *b*, which may be written at sixty degrees to imply *s* and shortened for *t*, making *bst*, or may be followed by the loop, or by *t*, making *bst* by either form. The minute *st* is *sty*, as in *dusty*, *nasty*.

94. The Circle for pr, br.—The circle is turned on the irregular side of a letter for *pr* or *br*, as in *neighbor*, *expressed*. It is of course modified to imply a following *l* or *d*, *t*, as in *neighborly*, *expert*, *expired*.

ILLUSTRATIONS

1	days	dies	sad	sued	phrased	caused	visit	visits
2	visited	wasted	wastes	mastered	steam	stream	strive	
3	cost	costs	custom	Boston	destined	guest	haste	post last

4 least list lost besides aforesaid outside inside decide

5 opposite offset disputes despotic descant descend, does not,

6 describe disclose disclaim dislike dislink indisposed

7 indiscreet undismayed undisputed undisciplined disinclined

8 disannul dismally disengage disseminate disembark invested

9 accustom vastly mostly mastery customs next arrest

10 inst. addressed abreast dearest merest purest rest rust

11 decreased expressed expert depressed neighbor neighborly

12 numbers neighborhood (nabrd) bibber soberly embers embrace

13 at present dismantle dismember fixed annexed boxed twist

14 irreparable irrepressible irreproachable mister mystery

WRITING EXERCISE

1 said sad seed side sowed sued fast faster fasten fasted

2 feast feasted feasting feasts festival fist fisted fisting

3 fister fists foist foists phrased frost fused mast masted

4 messed missed most must muster mustard master mastery

5 masterly mastered mastering masterful cast caused creased

6 crossed cruised crust waste waist west wist western

7 wasted westerly vast vastly vest vested vesting visit

8	visited	visitor	vista	worst	stem	steam	stream	stamp		
9	stump	stake	stick	streak	strike	stroke	stoker	stave	strive	
10	strove	increased	decreased	dusts	dressed	dost	destined			
11	dusty	baste	best	bristle	boast	boost	breast	braced	browsed	
12	Boston	last	least	lost	list	lasts	lists	lastly	lasting	thrust
13	thrusts	nest	arrest	inst.	instant	inmost	invest	divest		
14	digest	digressed	adjust	(ajst)	advised	revised	gravest	voiced		
15	incrust	increased	debased	accused	aroused	neighbor				
16	neighbors	neighborhood	neighborly	neighboring	member					
17	members	remember	remembered	December	September	number				
18	numbered	numbers	numberless	numbering	outnumbered					
19	renumbering	encumber	encumbered	encumbers	dismember					
20	express	export	expert	expressed	expressly	expressing	dismiss			
21	dismal	days	dies	does	dose	deuce	dice	beside	besides	visits
22	visiting	haste	hoist	guest	guessed	ghosts	gust	graced	greased	
23	grist	depressed	suppressed	abreast	assessed	aforesaid	oppressed			
24	offset	accused	aggressed	outside	upset	appraised				

MOVEMENT EXERCISE



CHAPTER XXIII

MEANS OF WRITING DOUBLE P AND G: WRITING WORDS BEGINNING WITH EX

95. Double p and g.—When *p* beginning a syllable is followed by another *p* or *b*, as in *pipe*, *perhaps*, *pebble*, the first *p* is written in the backward-slant to imply the following *p*. When *g* is followed by another *g*, as in *gage*, *gig*, the first *g* is slanted backward to imply the second *g*.

These backward-slant letters are enlarged for a following *t* or *d*, and made minute for a following *y*, *l*, or *ly*.

ILLUSTRATIONS

1	pap	paper	perhaps (<i>praps</i>)	papal	peeped	peeper	peppery
2	pebble	pabulum	public	republic	people	piped	pope

3 popular (*poplr*) puppy pup pupil proper improper gage

4 gaged gig goggle gurgle gouge engaged, all people,

5 some people, no people, these people, of the people

WRITING EXERCISE

1 give me the paper, the paper has not come, is this your paper,
 2 it is not my paper, perhaps so, perhaps not, perhaps we may,
 3 the papers are ready, the papers are due, the papers are done,
 4 he read a good paper, it is not proper, it is quite proper, it is
 5 very proper, it is improper, improperly done, improperly
 6 managed, improper manner, she was my pupil, my pupils are,
 7 a good pupil, all people, all the people, all good people, some
 8 very good people, a live people, an intelligent people, very
 9 intelligent people, my people, most people, many people, your
 10 people, the papal see, papal supremacy, the papal bull,
 11 papal authority, papal policy, not engaged, just engaged,
 12 fully engaged, engaged in, engaged for, engaged at, engaged to,
 13 engaged by, I am engaged, I am not engaged, we are engaged,
 14 all engaged, pipe peep pupils gouged gouging poppy

96. Words Beginning with *ex*.—In words beginning with *ex*, drop the *e* and write the *x* on the following vowel position. When *x* unites with *c* or *k*, *p*, *t*, *f*, or *qu*, write the *k* hook, *p* hook, *t* tick, retrace, or *k* hook respectively. If a vowel occurs between the *ex* and any one of these consonants, express the consonant by the alphabetic letter. When *pr* or *br* follows *x*, represent it by a circle on the upper side of *x*. In the words beginning with *ex* followed by soft *c* or *s*, omit soft *c* or *s*, and write the *x* on the following vowel position.

ILLUSTRATIONS

Uniting with c, p, or t

excuse excoriate excrete excruciate exclude exclaim expand

expense explain explode express extent extol extinct

Followed by c, p, g, or t

execute exact except (xept) exit (xit) execrate exigent

exegesis exogen exotic exoteric

Followed by Soft c or s

excite excitable except excise excellent exsiccate exsiccant

Uniting with qu

exquire exquisite exquisitive exquisitely exquisitism

Followed by qu or sk

exequatur exequious exequal exequy exoskeleton

Uniting with f or v

exfodiate exfoliate exfoliative ex-voto

Followed by f or v

exuviae exuviate exuvial exuviabile

Uniting with ch or sh

exchange exchanger exchangeable exchequer

Uniting with h

exhale exhaust exhibit exhilarate exhort exhume

Followed by m, r, l, st, or ds

exempt exert exercise exhale exiled exist exhausts exudes



The Prefix ex

ex-clerk ex-mayor ex-minister ex-member ex officio ex parte



ex president ex-sheriff extramundane



WRITING EXERCISE

- 1 exact exaggerate exalt examine example exarch excarnate
- 2 excavate exceed excel except excess exchange excheat
- 3 exchequer excise excite exclaim exclude excogitate excrement
- 4 exculpate excuse execrate execute exemplar exempt exequatur
- 5 exequies exercise exert exfoliate exhale exhaust exhibit
- 6 exhilarate exhort exhume exile exist exit exorbitant exorcist
- 7 exoteric expand expatiate expect expedient expert expire
- 8 explain explore exquisite excise exsiccate exude extant
- 9 exterior external extol extort extra extract extraneous
- 10 extraordinary (*xtroinary*) extricate exuberant exult exhales
- 11 exhumes exhaled exhorted exhumed

MOVEMENT EXERCISE



CHAPTER XXIV

REVIEW OF HOOKS

97. Initial Hooks.—Initial *p* and *g*, being always written in their alphabetic form, can not clash with any other initial hook.

The *sp* hook joined without an angle, and always turned on the upper side of the following letter, can not clash with *cl* or *cr*, which are always turned on the under side of the following letter. Nor can the *sc* and *sp* clash, because they turn in opposite directions, and join with the following letters in a different manner.

The *cl* and *cr*, although alike in form, direction, and joining, differ in size.

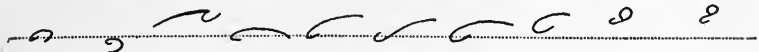
The *spl* and *cl* can not clash if correctly written, *cl* being on the under, and *sp* on the upper side of the following letter.

ILLUSTRATIONS

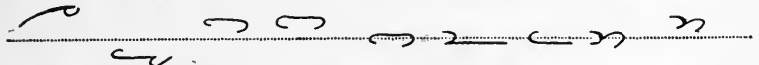
1 pack Greek span clan crane splint cleaned crimp class



2 clip clog crag cliff click spike crick create splash clash



3 crash sponge clang crank cling skim spin script scrape



4 spavin clever clutch speech speeches speechmaking spry



5 spire scream scarcely scaled schools scraps



WRITING EXERCISE

- 1 claim clam cram span scan pan gain clean spend cream
- 2 scheme pen green spin pin grin clime crime skin space
- 3 class crease cries spies splice cliff clad cried spied crude
- 4 spud pooled good click crick spike clock spoke crock
- 5 poke spook cluck spake speaker spikes spoken spooks
- 6 spoke squawk squeak close cluck croak clap clues clover
- 7 cramp cramped crumpled crinkle crinkled clank clinker

98. Final Hooks.—Of the final hooks, *p* turns on the upper and *g* on the under side of all lines except the forward obliques *a*, *i*, *o*, *c*, *v*, and *w*. In joining *p* and *g* with these letters, it should be remembered that at the top, when these letters are written upward, there is but one hook,—*p*; if *g* follows them it is always joined angularly. At the bottom, when these letters are drawn downward, there is but one hook,—*g*, while *p* is joined angularly.

The *sk* is clearly differentiated from angularly joined *g* because it is written horizontally, a direction which angularly joined *g* never takes.

The *ns* is always a medial or final hook, while *sp* is seldom final and therefore unlikely to be mistaken for *ns* or *ms*.

ILLUSTRATIONS

1 map Mag wipe wig vapor vigor yoke yawp explain

2 exclaim expense excuse explode exclude means mask fins

3 Fisk brines brisk tans task terms trespass desks frisk

4 frisky frisked friends keep keg cans cask Kansas

5 senses Francis wins winces bask bans whisk whines

WRITING EXERCISE

1 keep keg kip cope cog cans cones cup coons casque

2 vapor vigor vogue viper wig wedge wens map make

3 mask nap nag knack nip nick sap sag sake sack seep

4 seek sip sop sock sup suck Baptist back bask bones

5 tap tag tans task deep dug despot desk dupe dyke duke

6 dusk quip quick (*qig*) crape crag creep croup inspire

7 immense immensely despair dense denseness obscure trance

8 trespass trounce crisply crimes beans bespeak bends

9 bespatter (*besptr*) wins wisp wanes wasp task trains turns

99. Substitutions.—The *p* is sometimes used for the word *be*, when it joins more easily than *b*. The *g* is also used for *c*, *k*, *ck*; the *gt* for *ct*, the *gl* for *cl*, and *gn* for *cn*, *kn*.

ILLUSTRATIONS

1 camp, can be, cake, cup, could be, will be, would be,

2 may be, so be, it be, all be, sag sack awake wake week

3 fagged fact nickel sickle circle feeble angle angel inclined





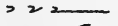




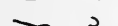
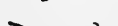


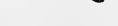
4 uncle back bag knack nag thick thank sink sing wing

5 wink drink dark brig brick possible England English

WRITING EXERCISE

1 fact sacked sagged bagged nagged dogged knocked make
 2 sake sick nick knock dock deacon weaken sicken thick
 3 thank bank sang sing sank sink sung sunk drank drink
 4 drunk mingle single fangled mangled incline inclined
 5 England inkling uncles trinkle tickle tackle truckle buckle

HOOK DIAGRAM

	HOOK	SIZE	DIRECTION		SIDE	JOINING
			Made to	Open to		
INITIAL	cl 	minute	left	right	under	without angle
	sp 	common	left	right	upper	without angle
	spl 	minute	left	right	upper	without angle
	sc, sk 	common	right	left	upper	with angle
	scl 	minute	right	left	upper	with angle
	squ 	enlarged	right	left	upper	with angle
FINAL	k or g 	common	right	left	under	without angle
	gl 	minute	right	left	under	without angle
	p 	common	right	left	upper	without angle
	pl 	minute	right	left	upper	without angle
	sk 	common	right	left	{ upper or under }	with angle
	skl 	minute	right	left		with angle
	ms, ns, nc 	common	left	right	under	with angle
	nss 	minute	left	right	under	with angle

CHAPTER XXV

EXERCISE FOR REVIEW OF IMPLIED LETTERS

100. Write the following:

1 ape aped abed apple, appoint as, as it, assent a and
 2 aunt amen amount halved afraid afford after avenge avault
 3 ache ached act acre agree accord agreed account away
 4 await all ail ailed alone are air ere art aired arm arms
 5 army armies at add aid added aided awed atom atone
 6 autumn atoms atones autumns ah ahead agent agents
 7 agency agencies ibis ibex is ice eyes, is it, is to,
 8 ism isms isthmus in into I'm, I am, imminent if, if it,
 9 if to, ichor ichthyic ignoble ignorant ignore iguana ill oil
 10 oiled ire, you know, I may, iron irons ironing ironed it I'd
 11 it would, it would be, it would not be, its, it is to be, item
 12 items itemize idiom itch which, which would, which
 13 would be, which would not, which would not be, which is,
 14 object, object to, obedient opportune opportunity opinion
 15 owes, owes to, on own one honor owner honored of off
 16 over offer offered overt oak ox old olden older or oar
 17 ore oral order orders ordered ordereth orderly ordering
 18 odd oat oath odds oats oaths oh ease easier easiness
 19 easily east Easter eastern easterly estate estates esteem
 20 essential e'en emanate emend eve even heaven event
 21 events eventually eventuality evening everer egg egged
 22 equal equally ell eel elder elderly elm elms eliminate ear
 23 early eared earn earns earned eat either eaten each
 24 each other, each time, each one, edge edged up upper
 25 upright upward us used under undertake you'll our out outer
 26 outrun bay bad brad brain bran brawn base based be
 27 bee bees beat bed bet bread by buy bid bit buys bow
 28 beau boat both broad broth but butter brood brute day
 29 date damn dame dawn drain drawn dew debt dead drew
 30 dread deem dream die did dry dried dime dim din
 31 dinner dining do dot doubt drouth down don dome
 32 drown drone due dumb drum drummer they that than
 33 the three threat thread them then thy thin thine though
 34 thought throat thrown throne thou thumb thrum thumbs
 35 thumbing thrumming neigh nay neighed gnat gnaw
 36 gnawed nature naturally name new knee neat newt
 37 newly nearly neatly, nem. con., nigh night knit nine no
 38 now not nod none known gnu nut nude nun noon
 39 character can cant, can not, cannon key keen kingdom
 40 company con cone could come, could not, if a, before a,
 41 fan fawn fame famine frame fee few, if the, before the,
 42 female femur femoral freeman fie, if I, fine fin finer

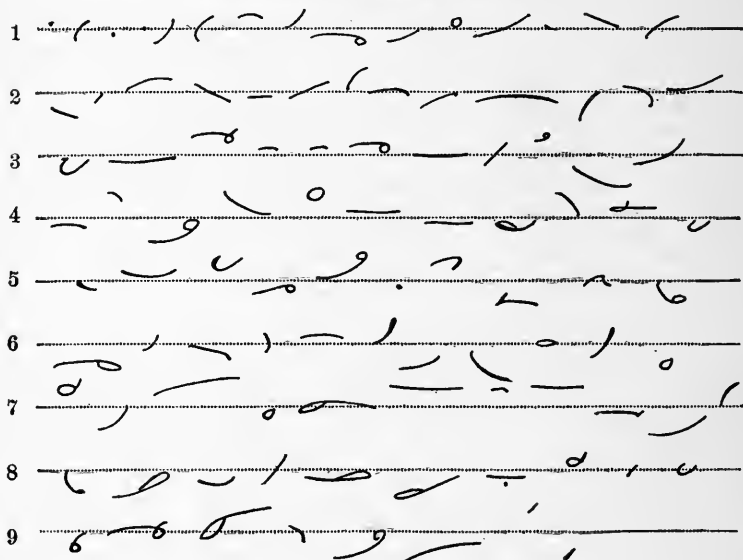
43 foe before foam from form, if you, fun fume funnel
 44 gay gain general grain green gone groan groin grown
 45 gun grum saloon solemn calm column melon Milar
 46 William vellum volume main may man maim me men
 47 men. my mine mow mown moo mun pay pain pan
 48 pea pen pie pin pine principal pole pone pooh pun
 49 queen quince quaint say sane same seine see seen scene
 50 seem sigh sign sin sine so son some suck sun sum
 51 have a, van vain vie, have I, vine vim way weigh wan
 52 want we wen went with will win wine women woe
 53 won woman woe one examine examination examiner
 54 example yea yet yes year, yes sir, yesterday you your
 55 you are, yonder, you may, as I, as I may, Zion Zimmerman
 56 gay gave gad glad great get greet glee give guide glide
 57 go got God glow grow growth, give you, gut good hay
 58 had hat hail haul hair hard harder hardly heartily
 59 haughty he hew hell heel heed heat head heater heard high
 60 hill hilly hid hit hired how hoe hot hod hoard hoar
 61 hoary who hoot hull lay late laid lately later latter
 62 latterly lea let lead lie lye light lied lighter lightly low
 63 lot load lottery loath lute barrel barley barely burly beryl
 64 car card carol cur curd curly dare dared dear dearly
 65 dire direly far fair fared fairly fire fired for forward
 66 fur furl gore girl general generally par parallel pear
 67 pearl queer queerly rare rarely sore sorely surely surly
 68 sorrel tire tiresome tear tearful veer veered war warred
 69 ward warily were wearily wearied wore work word year
 70 yard yearly there thoroughly near nearly narrowly shay
 71 shade shaded shall she shed shell show showed shot
 72 shoal shoo shut chew chewed cheat chide chill chilly
 73 whey what whale wheat why white while only daily
 74 dilly dally, dolly duly folly fully silly sully ball based bell
 75 beast besides beads boll boast Boston bodes bull bust
 76 buds call cast calla cads kill kissed kids coal cost collie
 77 nods cool coolly feeds dell destined dull dust duds fall
 78 fast freely fades feel feast filly fist foods full gale gaily
 79 guest guides gully gull highly hilly holy jelly July jolly
 80 jeered loll lull lily little made mail mast master
 81 mastered masterly maids meal messed mealy mole most
 82 Molly modes mull must maids moods nail noised Nell
 83 Nelly nest knoll notes null nuts pail passed poll post
 84 Polly pull pulley quell quest request requested rail raised
 85 raids rill roil wrist rides roll roast roads sell ceased sill
 86 sissed sides tail taste trail traced trades toll told tossed
 87 toads to-day's vail vast veal veiled vested viol visit
 88 visited wall waste well west western will wist weeds
 89 woods abased abreast aforesaid outlet outset outside cisset

CHAPTER XXVI

WORDS OF FREQUENT USE

101. The following words occur so often in English that the student should practice them until able to write them automatically at a rapid rate, two hundred to two hundred and fifty words a minute. Most of them are fully written, but a few are written by briefer signs which are, however, clearly representative, and will be easily memorized.

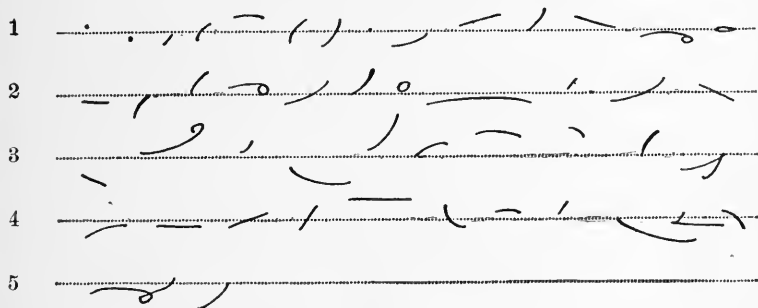
ONE HUNDRED COMMON WORDS



KEY

1 the and of I in an that is for it he with been be are
 2 but to all by not or as thy at from have our we
 3 God more theirs them then there my on shall you will
 4 thou upon word ye had me no Lord us when go
 5 heaven see great other were O part truth army ever
 6 full into out unto thee his which your this him who
 7 what if can how life man than may those would has
 8 every world do one most love now where time give
 9 after first like under work come take true

102. The Fifty Most Frequent Words.—The following list comprises what are said to be the fifty most frequent words in extemporaneous discourse. They are given here in the order of the frequency of their occurrence in 100,000 words; thus *the* occurs 2179 times; *of*, 1169 times; *to*, 1104 times; *and*, 899 times; the other words gradually decrease in frequency to the end of the list, where *if* is seen to occur 99 times. These words should be thoroughly mastered. It would be well for the student to memorize the list and practice it from memory, striving earnestly to write it faster, and still faster, until he is able to write it four or five times a minute. Such effort at this stage of progress will be highly disciplinary and valuable.



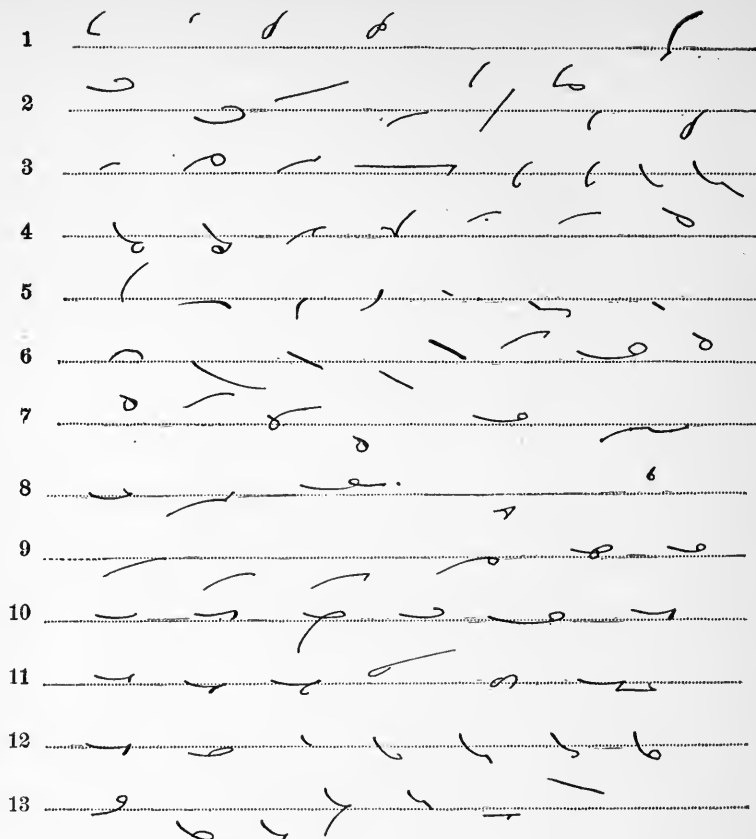
KEY

1 the of to and that a in I it, of the, is be for this
 2 not have as there will his he from, to the, with by
 3 but, we are, in the, you was all they upon has, it is,
 4 at no or on may any then, to be, beyond, in my, our,
 5 for it, if

CHAPTER XXVII

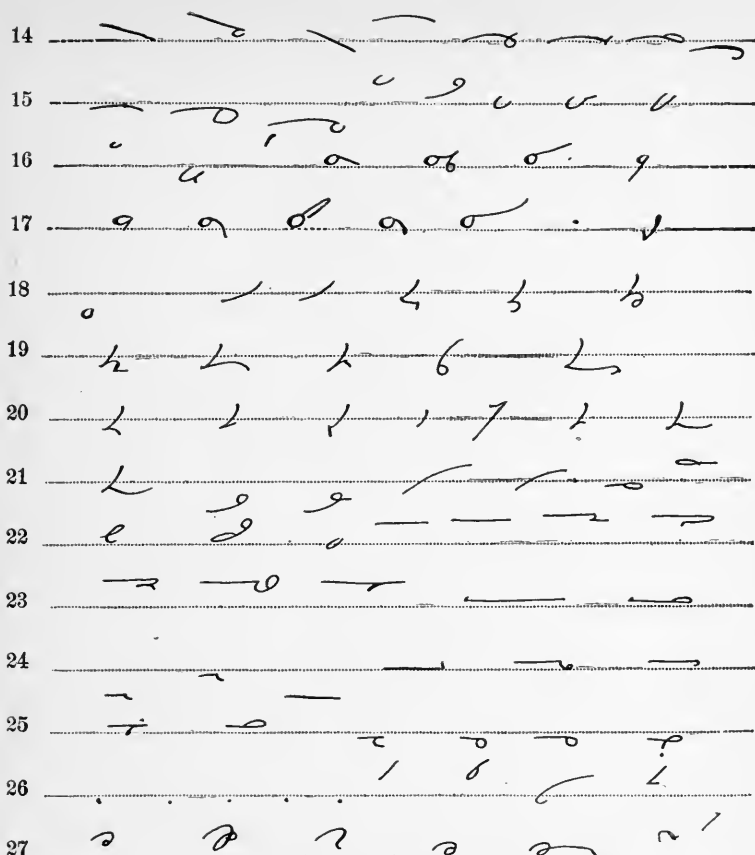
ABBREVIATED WORDS

103. List.—The following list comprises words which, from their frequency and length, it is regarded advantageous to abbreviate. They may be fully written, if desired, but the abbreviated forms are all so suggestive that they are easily learned. For the syllable *tion*, occurring in some of the words, see § 117.

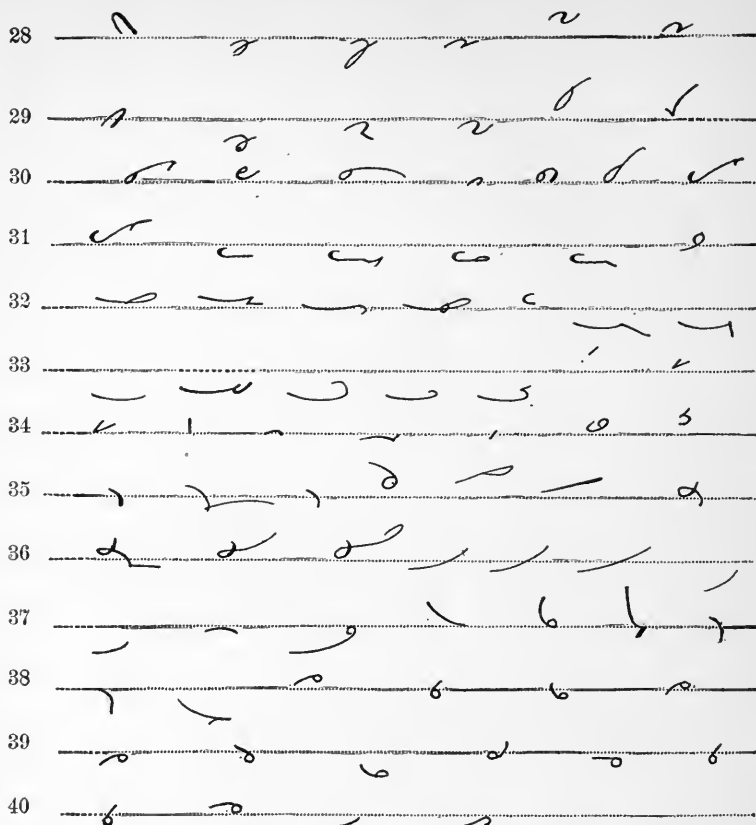


KEY

1 abandon able abreast abstract accept acknowledge acquaint
 2 adapt adopt advantage advertise advice affidavit aforesaid
 3 alone already also amendment among answer any anybody
 4 anyhow anywhere arrive association awe away balance
 5 because before behalf behind believe belong below
 6 between beyond bring bushel business, can not, certify change
 7 charge character Chicago church circumstance, C. O. D.,
 8 condition consequence concerning constitution contrary
 9 company could, could not, correspond, deliver, dear sir,
 10 defendant degree delinquent deposition desire destroy
 11 develop differ difficult disadvantage dispatch distinction
 12 district dollar easy employ enable enclose encourage
 13 enjoy equal equity esquire establish, no evil (evil=*vl*), exact



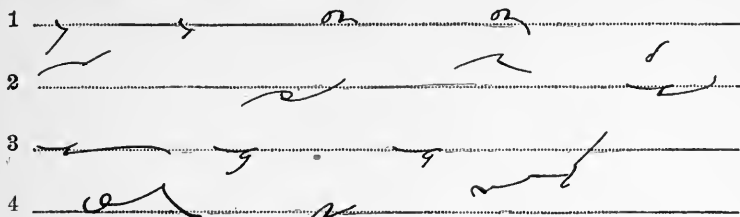
14 except exchange exhibit father first fix fixed forgive
 15 form forward furnish gave gentlemen give gives given
 16 glad govern happy hereabout hereinafter hereof hereon
 17 hereto hereunto hereupon hereunder herewith he himself
 18 hundred I, I am, I may, immediately immense imperfect
 19 improvement inform inevitable inquire insignificance
 20 insist insure intelligent into invoice involve involved
 21 invalid judge judgment kind kingdom knowledge language
 22 legal legislature little made make magnanimous magnanimity
 23 magnificent majority manufacture memorandum merchandise
 24 money, no money, much myself necessary neglect
 25 nevertheless next, no means, no more, no sir, notwithstanding
 26 O oh owe of Ohio object oblige o'clock opinion, O. K.,
 27 parallel particular party perfect perform perhaps



28 perpendicular policy politics possible practice president
 29 principle (-pal) purchase probable progress quality question
 30 reflect regular reform reply represent request respectively
 31 respective response respondent responds responsible ship
 32 self settlement signature silver speech subject substitute
 33 such suggest superintendent supply suppose take testify
 34 testimony telegram think thousand time together transact
 35 understand uniform unto upward value very whereunto
 36 whereupon wherewith wherewithal will with within would
 37 which without work yet, yes sir, yesterday, you may,
 38 you have, your favor, all other, another, any other, are other,
 39 at other, by other, each other, in other, no other, on other,
 40 one other, the other, it would, it would be

104. In Phrases.—Most of the foregoing words are to be written positionally. They are therefore to be used in phrasing

only when they begin a phrase, as in the following illustrations. Great caution must be taken in employing abbreviated forms, and absolute familiarity is necessary.



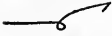

KEY

- 1 any one, any time, represent them, represent you, accept this,
 2 character of, correspond with, can not be, differ with,
 3 differ from, difficulty in, difficult to, invoice inclosed,
 4 together with your, principle of, perhaps I may

105. Suggestive Outlines.—Study of the foregoing list of abbreviated words and phrases will doubtless suggest to the thoughtful student the possibility of similarly abbreviating other words which may occur in technical writing. Such efforts are quite legitimate if the outlines conform to the principles of the system. But any abbreviated form to be practicable must be so thoroughly learned that it is legible at sight.

106. Root Words.—Abbreviated forms generally represent root words, but in most cases they may also represent the derivatives therefrom; as, *shi* represents not only *ship*, but *shipped*, *shipping*, *shipper*, *shipment*; *sel* is *self*, *selfish*, *selfishness*, *selfishly*; *ac* is *accept*, *accepts*, *accepted*, *acceptable-bly*, *acceptance*, *acceptor*; *ad* is *advertise-d-ing-ment*. Most students will want to add to these root forms the various terminal letters that make the derivative words, but it will generally be safe to allow the root form to represent all the derivatives.

107. Selection of Outlines.—In the study of unfamiliar words there may occur to the student different ways of writing the same word, each in accordance with the principles of the system. In such a case the shortest should be selected if it is clear and facile, but it is better to write a longer, clear, and facile outline, than a shorter one that is not easy to write or to read. Always express in a word its most important sounds.

108. Shortest Outlines.—Most students will want to write the word *mark* by the use of the circle and *c*, rather than by shading the *m* and using the hook for *c*. By writing each form as rapidly as possible during a minute, it will be found that quite a number more of the latter form can be made, and, as it is equally as legible as the first form, it should, of course, be used. The same may be said of the word *market*. The student will incline to write it  instead of , while it will be found on writing the two each a definite time, as half a minute, that the second form is the quicker. The hook is better than the *c* in *sake*, *seek*, *sick*, *suck*, *sank*, *sink*, *sunk*, *fact*, *back*, *book*, *thick*, *thank*, *week*, *wake*. The word *number* is likely to present itself to the mind with the alphabetic *b* and *r*, while the *r* written on the upper side of the *n* is equally legible and distinct and at the same time is much more quickly made. In the words *may be* and *can be*, and similar phrases, the student is likely to use alphabetic *b* rather than the hook, although the hook is much the more facile because it is a continued motion with the preceding letter. In such words as *find* and *signed*, the student will generally choose to lengthen the *f* and *s* to imply *n* and add the *d*, instead of writing alphabetic *f* and *s* and finishing the words with short *n*, for *nd*, although the second form is much quicker made and is equally legible. In the words *want*, *went*, *wanted*, *wont*, *won't*, *wonted*, *will not*, *would not*, *faint*, *font*, *feint*, *fount*, *saint*, *saintly*, *sent*, *scent*, *saunter*, *scintillate*, *senate*, lengthen the first letter to imply the *n*, and add *t*; and in *wand*, *wind*, *feigned*, *find*, *sand*, *sound*, etc., shorten the *n* for *nd*.

Do not write “way” for *away*, “ware” for *aware*, “wake” for *awake*, “wait” for *await*, “rise” for *arise*, “round” for *around*, “side” for *aside* or *beside*, “sept” for *except*, “low” for *allow*, “cur” for *occur*, “casion” for *occasion*, “clusion” for *seclusion* or *conclusion*, “traction” for *attraction*, “lalion” for *relation*, “cuss” for *discuss*, “licious” for *delicious*, “gain” for *again*, “go” for *ago*, “gree” for *agree*, “sides” for *besides*, “specially” for *especially*, “ceived” for *received*, “genst” for *against*, “pear” for *appear*, “count” for *account*, “point” for *appoint*, “mount” for *amount*, “sent” for *ascent*, “send” for *ascend*, “sind” for *assigned*, “can’t” for *can not*, “don’t” for *do not*, “sistant” for *assistant*, “ficiant” for *deficient*, “ficious” for *officious*, “sponse” for *response*, “tention” for *attention* or *intention*, “pression” for

impression or *oppression*, “*gression*” for *aggression*, “*mission*” for *omission*.

Avoid using circle *r* after shortened *i* and *u*. The circle causes them to resemble *wh* and *ch*. Always shade *inter*, *under*, and *enter*, as in *interest*, *understand*, *entertain*.

109. Write to Read.—The foregoing are samples of common errors, which the student should not allow himself to commit. The omission of initial syllables always seriously impairs legibility; and while in very rapid writing one may be driven to various time-saving devices, he should always seek to avoid them. Write every word with reference to reading it, at any time in the future.

110. Study of the Principles.—If well-grounded in the principles embodied in the three rules and the expedients to imply frequent letters, together with the prefixes and terminals, the resolving of most words into their representative elements would seem to offer little difficulty to any thoughtful student, while to many it becomes a keen mental pleasure. New words that cause hesitancy should subsequently be recalled and studied until they become clear and facile. In writing unfamiliar long words do not stop to determine the entire outline of a word, but begin at once by writing the first letter positionally, to imply the second, in doing which the writing of the remainder of the word will generally be seen.

WRITING EXERCISE

The following sentences illustrate the use of abbreviated words in phrasing. Those words whose outlines are quite suggestive irrespective of position, may be used in any relation in a phrase, but those which rely on their position to interpret them may be used in phrase writing only when they begin phrases.

1 I bought a (an), it is a (an), there is a (an), will you accept them,
 2 is this your acceptance, those who would keep abreast of truth,
 3 can you adapt it, will they adopt it, this is his affidavit,
 4 in the aforesaid claim, by the aforesaid cause, do you acknowledge
 5 this to be your signature, yes, it is my signature, I shall derive
 6 no advantage therefrom, are you alone in the business, is there
 7 any good reason, in any event, at all events, did he give you an
 8 answer, no answer, will you also go away, what is the balance,
 9 what is the bill, can you find the balance, have you a bill,
 0 it was there before, he is behind time, it is my belief, do you
 1¹ believe, what is his belief, do you belong, go below, John,

12 a song on her lips, I can not drift beyond his love and care,
13 he is doing a good business, no business, I can not, I could not,
14 you can not, you could not, I do hereby certify, is this your
15 certificate, it is my certificate, a great change, a greater change,
16 what do they charge, he came to Chicago, it is a good company,
17 what are the circumstances, under no circumstances, it is a
18 circumstance of the, you could by correspondence, by care,
19 I will correspond with him, did you hear the amendment, in their
20 advantage, there was no amendment at the session, at the
21 session, there was much disadvantage, did he deliver it, yes, he
22 delivered it, dear sir, my dear sir, are you the defendant in this
23 cause, he is very delinquent, is this your deposition, when did
24 it develop, the theory of development, do not destroy it, it was
25 destroyed, it is very difficult, with great difficulty, very
26 different, what is the difference, with dispatch, at great
27 disadvantage, what is the distinction, it will enable them, they
28 were enabled, to enlarge one's view, to employ an agent, it will
29 encourage him, they were encouraged by it, a bill of exchange,
30 it is most extraordinary, it will exhibit, we do not accept,
31 do you expect, do not forget it, did you forget, yes, I forgot,
32 yes, I have forgotten, it was very uniform, he is uninformed,
33 give it to them, it gives satisfaction. it has given satisfaction,
34 it is giving satisfaction, he governs wisely, they are very happy,
35 two hundred words, he will, I will, he must, I must, I am not,
36 did you inform the defendant, did you at that time insure your
37 stock of goods, how much did you pay for insurance, was your
38 interest insurable, it was insignificant, it sinks into insignificance,
39 she is very intelligent, when did you receive intelligence of his
40 death, what did the judge say, on what date did you secure
41 judgment, thy kingdom come, state what you know of your own
42 knowledge, state his exact language, it is not legal in form,
43 by an act of the legislature, too long, not long, did you make
44 them, who made this, he was very magnanimous, with
45 magnanimity, look at your memorandum, bought a bill of
46 merchandise, do you need the money, it is not necessary, it is
47 unnecessary, do not neglect it, no, sir, notwithstanding that,
48 how much did you owe him, it was of no account, I object,
49 you will oblige me, I am greatly obliged to you, what in your
50 opinion, it is all O. K., the lines are parallel, very perfect
51 instructions, it is perfectly done, perhaps I may be there,
52 to perform music, it stands perpendicular to this plane, did you
53 write this policy, it is not possible, Mr. President, wisdom is the
54 principal thing, practice makes perfect, there is no question,
55 they stand in regular order, the action is irregular, it may work
56 a reform, in reply, what does it represent, in response to his
57 request, are you respondent in this suit, it quickly responds,
58 he is perfectly responsible, it is not right, self-love, self-will,

59 selfish action, we ship you to-day, the goods were shipped yester-
 60 day, they were shipped to your care, when did you receive the
 61 shipment, is this your signature, it was shipped subject to your
 62 order, such were the orders of the president, it can not be
 63 a success, what do you suggest, the supply is ample, it will
 64 take too long, did you testify in the case, is this your testimony,
 65 at what time were you there, did you receive this telegram,
 66 the telegraph office is closed, they grew together side by side,
 67 did you get word, I do not understand you, the texture is very
 68 uniform, wheat suddenly started upward, what is its market
 69 value, it is very well done, will you go with me, it would be
 70 fine, look within, when will you be there, it will not do, he
 71 will not, it would not be correct, I do not want to, whenever
 72 you want more, without any reason, it will not work, did you
 73 get work, in which case, you may be sure, yes, sir, I was there
 74 yesterday, yet be seen, yet be known, not yet due



















CHAPTER XXVIII

TERMINATIONS

















111. The following list of terminal signs, with some of which the student is already familiar, will be easily learned and applied. These signs are presented in three classes: I, signs consisting of minute characters; II, signs consisting of single characters, some of which are written upward to imply a following *l*, and downward to imply a following *s* or *sh*, and some of which are modified to imply *t*, *d* or *m*, *n*; III, signs composed of two or three characters, the final one of which may be modified.

SIGNS		CLASS I		TERMINATIONS	
<i>Minute</i>	<i>t</i>	ty, tiness, tive, tiveness	<i>trlg</i>	trology, ically, -y-gize-st	
"	<i>tr</i>	try, trary	<i>tns</i>	taneous-ly-ness	
"	<i>tl</i>	tally, tily, tually	<i>cl</i>	acle, icle, cal	
"	<i>trl</i>	tral, trally	<i>tcl</i>	tacle	
"	<i>s</i>	sy, zy, sily, siness, sive, sively, siveness	<i>trcl</i>	tricle	
"	<i>sl</i>	cile, cilely, cileness			
"	<i>b</i>	ble, bly, bility, bleness			
"	<i>a</i>	asm			
"	<i>i</i>	ism			
"	<i>n</i>	ment, ntment, nament, ny, my			
<i>Unmodified</i>	<i>tl</i>	tal, tile, tual, telligent-ly-ence			
"	<i>trl</i>	tral, trual			
<i>Lengthened</i>	<i>t</i>	ted, tied, tute, tuted, tude, tiety, tuity, tivity			
"	<i>s</i>	cied, cede, sated, side, sode, sued			
"	<i>sl</i>	ciled, seled, celed, cility, sality			
"	<i>tr</i>	trate, trade, tred, trite, trode, trude, tered			
"	<i>tl</i>	tled, tality, tility, tuality,			
"	<i>trl</i>	tralled, trolled, trality, tralized			
"	<i>tlg</i>	tology, tological			

CLASS II

SIGNS		TERMINATIONS	
<i>Right</i>	<i>a</i>		alogy, alogical, alogically, alogist
"	<i>o</i>		ology, ological, ologically, ologian
"	<i>it</i>		iety, ity, idity
"	<i>ut</i>		uity, uitiv
<i>Left</i>	<i>o</i>		osophy, osophical, osophically, osopher, osophize
"	<i>i</i>		ise, ice, ize, ies, ish, ishly, ishness
"	<i>u</i>		ous, uous
"	<i>at</i>		acity, ast, astic, astical, astically
"	<i>it</i>		icity, ic, ist, istic, istical, istically, ished
"	<i>ot</i>		osity, ocity
"	<i>itr</i>		istry
<i>Angular</i>	<i>g (j)</i>		age, ageous, ageously, edge, idge, oge, uge, udge
"	<i>gw</i>		guish, guished, guishes, guishing, guist
"	<i>grm</i>		gram
"	<i>l</i>		logue
"	<i>hd</i>		hood
<i>Alphabetic</i>	<i>th</i>		thusiasm, thusiast, thusiastic, thusiastically
"	<i>sh</i>		ship

CLASS III

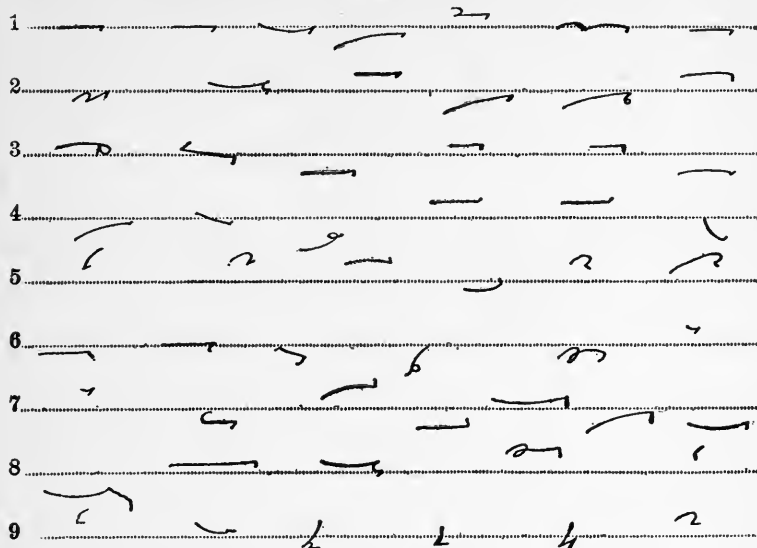
SIGNS		TERMINATIONS	
<i>Right</i>	<i>art</i>		arity, ariety
"	<i>ert</i>		erity
"	<i>ort</i>		ority, oriety
"	<i>urt</i>		urity
"	<i>alt</i>		ality
"	<i>ilt</i>		ility
"	<i>ult</i>		ulity, uality
"	<i>op</i>		opathy, opathic, opathically, opathist
<i>Left</i>	<i>oc</i>		ocracy, ocrat, ocratic, ocratically
"	<i>og</i>		ography, ographic, ographical, ographically
<i>Right</i>	<i>agy</i>		algia
<i>Angular</i>	<i>grf</i>		graph
<i>Alphabetic</i>	<i>mt</i>		matics, matical, matically, matician
"	<i>tst</i>		ticity, tiest
"	<i>trst</i>		tricity, triest
"	<i>tre</i>		tric

112. For the terminal *age*, *j* is sometimes preferable to *g*, as in *heritage*. For *arity*, *erity*, *ority*, *urity*, as in *familiarity*, *sincerity*, *majority*, *maturity*, if thought better, the vowels may often be omitted and the enlarged *r* or the minute *t* used instead. For *ality*, *ility*, *ulity*, the enlarged *l* is an easy representative when preceded by a long character, as in *personality*. For *arity*, *erely*, *orial*, *urely*, write the vowel with minute *r* when necessary, but generally the minute *r* alone will represent the terminal clearly, as in *primarily*, *severely*, *censorial*, *securely*.

The straight *s* is lengthened for *st*, *sd*, only when following a minute or surface character on which the *sd* loop can not be

turned. The lengthened *t* is not used initially, as in *tight*, *taught*; *th* is used for the second *t*.

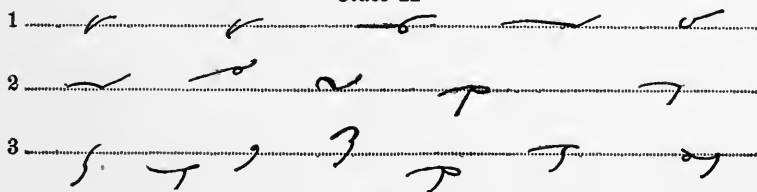
Class I



KEY

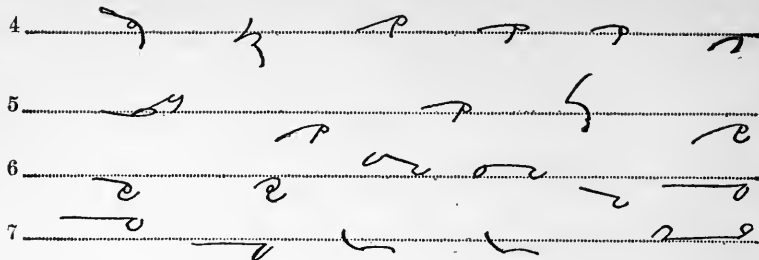
1 mighty mightily city county scantily thriftiness motive
 2 positively sensitiveness nativity country contrary fatal-ity
 3 fertile-ity textile mutuality neutrally neutrality fussy
 4 cozy-ily busy-ily juicy-iness massive massiveness evasively
 5 abusiveness passivity facilely docility payable capably
 6 mobility miasm Buddhism aphorism polytheism dainty
 7 daintiness sportive-ness castle muzzle central control subtly
 8 subtile mental-ly sensitive-ly paleontology tautology
 9 abatement element implement interment instrument payment

Class II



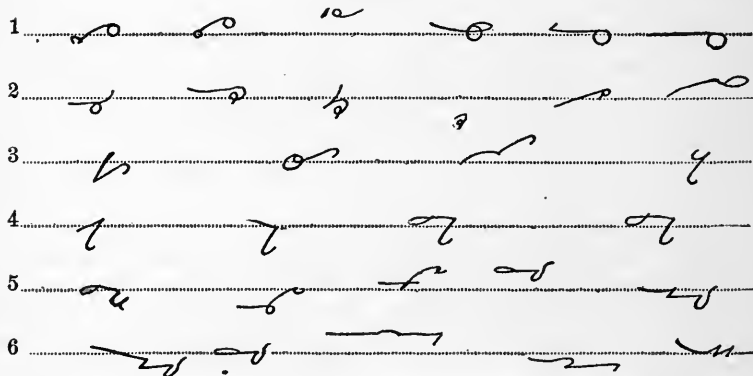
KEY

1 analogy analogical-ly mineralogist phrenology geological-ly
 2 theologian variety perpetuity philosophy-pher theosophical-ly
 3 anise suffice realize parties foolish-ly feverish-ly childish-ness



4 laborious impetuous veracity felicity theorist atheistic
 5 syllogistically curiosity ferocity casuistry courage
 6 outrageous-ly porridge gamboge refuge budge monologue
 7 manhood monogram enthusiasm enthusiast-ic-ally penmanship

Class III



KEY

1 popularity hilarity contrariety celerity temerity minority
 2 notoriety security impurity plurality virility credulity
 3 homeopathy hydropathist allopathic-ally geography
 4 orthographic biographical stenography-pher stenographically
 5 lithograph neuralgia nephralgia languish distinguished
 6 extinguishes linguist mathematics-cian dogmatical-ly elasticity

In most of the preceding illustrations only a single form from each root word is given, but the student will note that all the variations of a terminal are written alike; thus, *intelligent*, *intelligence*, *intelligently*, and *intelligible* are written with the same outline, the context being relied upon to indicate the exact word.

WRITING EXERCISE

B. O. BAKER
LAWYER
DALLAS, TEXAS

Write:

- 1 might mighty mightily meant mental mentally mentality face
- 2 facile facilely facility neuter neutral neutrally neutrality
- 3 beauty duty weighty scanty-ily security sentry wintry
- 4 country gentry vital vitality brutal brutality dental ventral
- 5 central centrally lunacy exigency intricacy obduracy piracy
- 6 muscle tonsil admirable gable gamble agreeable reliable
- 7 ignoble sensible seated granted mated scented fainted halted
- 8 posed greased graced glazed controlled patrolled tautological
- 9 paleontology astrology abatement abutment (*ut*) government
- 10 movement attachment enrichment investment enlightenment
- 11 apportionment aggrandizement advancement announcement
- 12 condiment consignment confinement compliment contentment
- 13 complement discernment attainment (*tainment*) entertainment
- 14 atonement (*tonment*) adornment ornament presentment
- 15 resentment imprisonment monument (*u*) tournament appointment
- 16 comment cement foment achievement abridgment agreement
- 17 sacrament interment banishment judgment enrollment allotment
- 18 libelment elopement department ferment preferment
- 19 allurement casement displacement embarrassment treatment
- 20 excitement sentiment inducement amusement lament raiment
- 21 remnant enticement pigment fragment orpiment genealogy
- 22 chronology algology satiety verity annuity intuitive
- 23 philosophy-ically theosophy-ist arise surmise sunrise modish
- 24 brutish fetish grayish greenish reddish bullish bulbous
- 25 furious curious glorious tenacity pertinacity artist artistic
- 26 realist realistic patriotic antagonistic curiosity generosity
- 27 velocity dentistry courage beverage leverage begrudge
- 28 catalogue decalogue eclogue womanhood boyhood manhood diagram
- 29 cablegram monogram chronograms decalogue chronologic
- 30 reship worship horsemanship popularity polarity temerity
- 31 sincerity entirety majority minority futurity reality
- 32 carnality formality morality servility puerility homeopathy
- 33 allopathy hydropathy theocracy democracy lithography
- 34 geography chronography chiropathy chorography calligraphy
- 35 lithograph anguish languish problematic mathematics
- 36 chromatic enigmatic optic piety notoriety felicity electricity
- 37 foolish girlish entirely biographical homogeneous reliability
- 38 nobility extinguished distinguished familiarity churlishness
- 39 propriety dialogue monologue adage visage chiropody maturity
- 40 friendship laborious courageous outrageous religious
- 41 perpetuity finality fidelity generality liability dangerous
- 42 virility frivolity immorality immortality immutability
- 43 city data incentive motive inventive sedative palliative
- 44 daintiness humanity nonentity fussy mussy lazy crazy dressy
- 45 dozy juicy newsy frenzy noisy county inventory promontory

46 commentary	humanitarian	sanitary	mutuality	intelligent
47 intelligence	intelligently	unintelligent	analogy	analogie
48 analogically	mineralogy	mineralogist	mineralogical	theology
49 biology	theologian	theological	biological	phrenology
50 philological	philology	geology	physiology	psychology
51 tautology	biography	physiography	geometry	trigonometry
52 hydrography	hydrology	hydrometer	homeopathic	homeopathically
53 hydropathic	hydropathically	allopathic	ability	affability

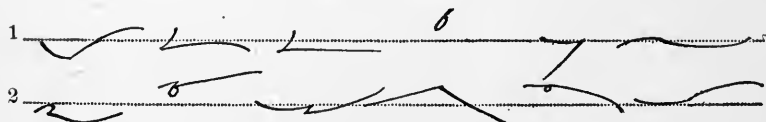
CHAPTER XXIX

WRITING THE SYLLABLES TION, TIOUS*

113. Lengthened or Diminished Consonants.—By far the greatest number of words in *tion*, *tious*, etc., consist of three or more syllables, of which the penult contains a single or a double consonant followed by a single vowel; as *edu-ca-tion*, *pro-ba-tion*, *fumi-ga-tion*, *mi-gra-tion*, *invo-lu-tion*, *se-cre-tion*, *se-clu-sion*, *per-sua-sion*. In all these cases *tion* is implied by means of *n*, which is indicated whenever possible by lengthening or diminishing the first consonant of the penult. This implying of *n* for *tion* is possible with all long letters, all short letters, and with the surface letters *p*, *g*, and *l*. Thus in *education*, lengthened *c* is used for *cation*; in *probation*, minute *b* is used for *bation*; in *fumigation*, lengthened *g* is used for *gation*; in *migration*, lengthened *g* shaded is used for *gration*; and in *involution*, lengthened *l* is used for *lution*. *P* and *g*, when used in this way, should be joined angularly. Under this class are also included words in *uation*, since this termination is nearly equivalent in sound to *wation*, and is expressed by the lengthened *w*.

ILLUSTRATIONS

Long Letters

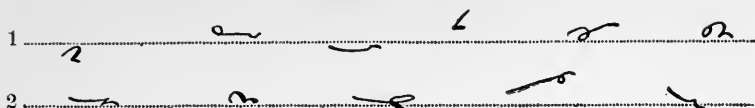


KEY

- 1 education infusion intimation obligation diversion physician
 2 position starvation situation vexatious naturalization secretion

*The principles discussed in the following chapter apply to all syllables equivalent in sound to *tion* and *tious*, such as *sion*, *cion*, *cean*, *cious*.

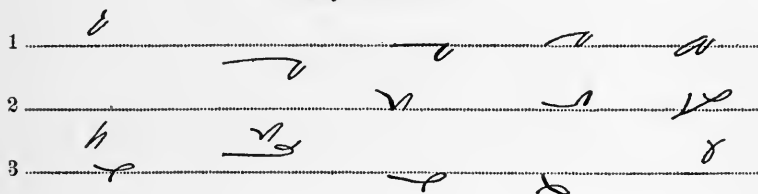
Short Letters



KEY

- 1 probation rendition donation operation peroration repetitious
2 destitution perpetration celebration variation election

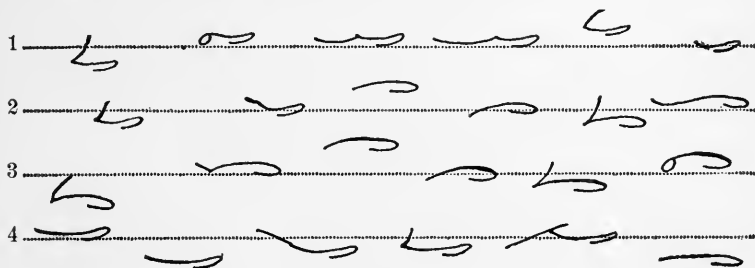
Surface Letters



KEY

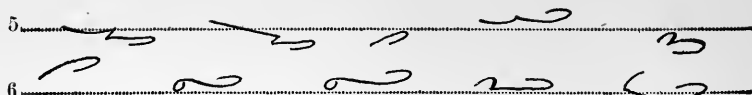
- 1 abnegation fumigation migration allegation litigation
2 occupation suspicious usurpation depression involution
3 delusion manipulation solution evolution abolition

114. Lengthened Hooks.—In words ending in *action*, *ection*, *iction*, *uction*, preceded by *d*, *f*, *fr*, or *s*, and in those ending in *tion* preceded by *ne* or *p*, the lengthened *c* and *p* hooks are used to imply the termination. For the prefix *re* see § 127.



KEY

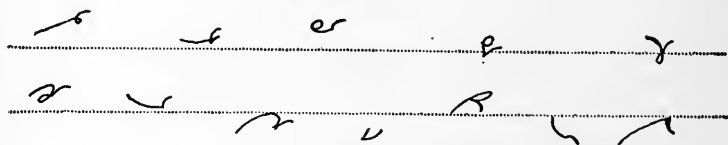
- 1 induction reduction deduction seduction abduction diction
2 introduction benediction faction fiction infection defection
3 affection benefaction fraction friction infraction refraction
4 section suction bisection intersection vivisection function



5 distinction extinction adoption deception proscription
6 caption reception resumption preemption assumption

115. Diminished Vowels.—There are a few words, mainly of three syllables, which end in *ation*, *ition*, *ution*, *asion*, *ision*, *usion*, *hesion*, etc., preceded by a vowel or by a positional consonant, or in *action*, *ection*, *iction*, *uction*, *aptation*, *eption*, *iption*, *option*, *uption*, preceded by letters other than *d*, *f*, *fr*, or *s*. To write these words, the minute vowels are used to imply the termination: minute *a* standing for *ation*, *action*, or *aption*; minute *u* for *ution*, *uction*, or *uption*; minute *i* for *ition*, *iction*, or *iption*; minute *e* for *ection*, *eption*; and minute shaded *e* for *hesion*.

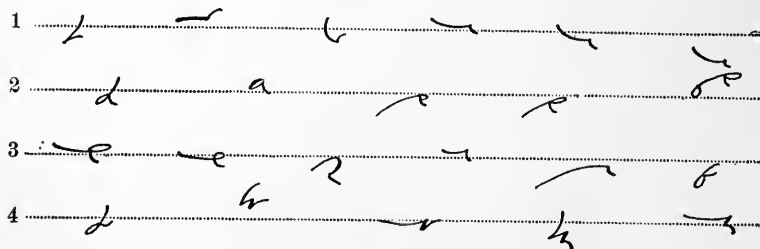
Without *c* or *p*



KEY

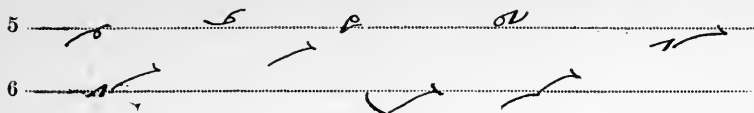
1 variation deviation radiation retaliation humiliation
2 palliation elation adaptation tuition allusion effusion cohesion

With *c* or *p*



KEY

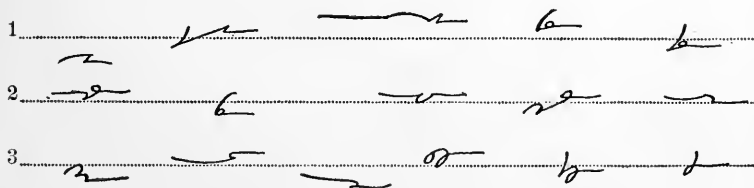
1 inaction reaction enaction election erection ejection
2 inflection reflection correction collection recollection
3 selection direction protection detection connection affliction
4 infliction abstraction distraction instruction destruction



5 attraction detraction retraction restriction construction
6 constriction contraction eviction addiction

116. The Letter n or Special Signs.—In those words in which the consonant or consonants preceding the penultimate vowel are such as can not be modified to imply *n*, the alphabetic *n* is used for *tion*. A few more complex terminations are also grouped with this class, and are represented by special signs. The following are the most important of these terminations:

<i>tn</i>		<i>used for tation when the minute curved t does not join well.</i>
<i>shn</i>		" " <i>tiation, ciation, etc.</i>
<i>hln</i>		" " <i>hilation.</i>
<i>jn</i>		" " <i>jection.</i>
<i>ln</i>		" " <i>lation, lusion.</i>
<i>ssn</i>		" " <i>session, cision, etc.</i>
<i>cln</i>		" " <i>clusion.</i>
<i>pln</i>		" " <i>pulsion.</i>
<i>fln</i>		" " <i>flation.</i>
<i>pln</i>		" " <i>plation, pletion, plosion, etc.</i>
<i>scrn</i>		" " <i>scription.</i>
<i>spn</i>		" " <i>spection.</i>
<i>tltn</i>		" " <i>tellation, tillation, tallation, etc.</i>
<i>vln</i>		" " <i>vulsion, valation, etc.</i>
<i>vrn</i>		" " <i>version.</i>
<i>crn</i>		" " <i>cretion, cration.</i>
<i>ccn</i>		" " <i>coction.</i>



KEY

1 agitation invitation manifestation appreciation initiation
2 negotiation annihilation dejection projection decision
3 possession seclusion exclusion repulsion impulsion inflation

4					
5					
4	depletion	explosion	inscription	description	inspection
5	mutilation	distillation	revulsion	decoction	concretion

117. The Tick.—A number of words may most conveniently be written with a tick, called the “shun” tick. These include, principally, the words in which the termination *tion* or *sion* is immediately preceded by *n* or *r*, as *invention*, *inversion*. The tick is lengthened to imply *t* or *d*, and made very minute to imply a following *l* or *ly*. Some good writers use the tick for all the “shun” terminals, preferring it to the modifications of preceding letters.

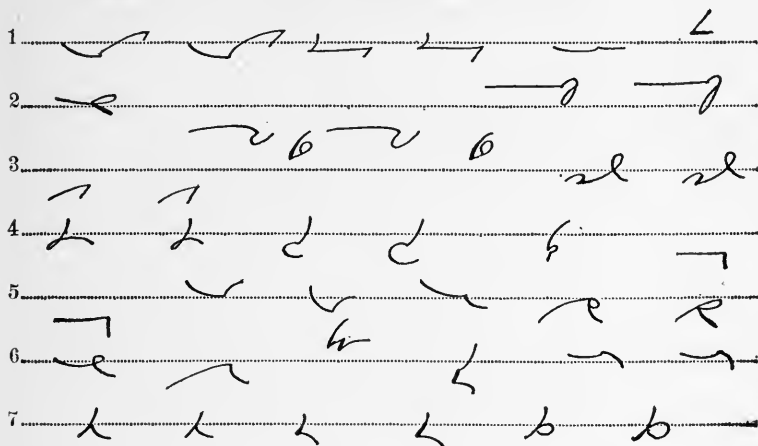
1						
2						
3						
4						
5						
6						
7						

KEY

1	notion	nation	national	motion	mention	machine
2	caution	fashion	fusion	cautious	ration	lotion session
3	invention	prevention	dimension	dissension	pension	pensioned
4	suspension	pensions	pensioner	mentioned	expansion	tension
5	pretension	extension	intention	detention	attention	retention
6	coercion	inversion	excursion	diversion	exertion	extortion
7	visionary	option	action	auction	edition	addition anxious

118. Verbs Corresponding to Nouns in *tion*.—Most words in *tion*, *sion*, etc., are nouns, and are usually derived from verbs. A large proportion of these verbs end in *t* or *te*, as *educate*, *elect*, the primitives of *education* and *election*; and their past participles

generally end in *ed*, as *educated*, *elected*. These forms, the present tense and the past participle, are often written alike, the context being relied upon to determine the form. The outlines are the same as those of the nouns, except that instead of adding or implying *n* as in the noun, *t* is added or implied for the present, and *td* for the participle, when possible to do it in one stroke. In some cases, the preceding vowel is also expressed.



KEY

1	educate	educated	intimate	intimated	donate-d	operate-d
2	celebrate-d	fumigate	fumigated	manipulate	manipulated	
3	agitate	agitated	appreciate	appreciated	project	projected
4	inflate	inflated	inspect	inspected	annihilate-d	mutilate
5	mutilated	elate-d	enact-ed	elect-ed	correct-ed	collect-ed
6	direct-ed	connect-ed	abstract-ed	instruct-ed	deduct	deducted
7	infect	infected	interrupt	interrupted	invert	inverted

WRITING EXERCISE

Write:

- A 1 indication education execution location application
- 2 mastication imprecation implication extrication eradication
- 3 medication dedication modification edification solidification
- 4 indemnification elocution affusion effusion infusion diffusion
- 5 profusion profession suffusion transfusion intimation
- 6 intermission affirmation information deformation conformation
- 7 reformation sublimation inflammation acclamation equation
- 8 apposition opposition deposition preposition imposition
- 9 composition position incision decision accusation intercession
- 10 persuasion dissuasion invasion division devotion revision

- 1 ambition libation probation prohibition ambitious retribution
 2 distribution rendition sedition foundation addition condition
 3 emendation inundation extradition commendation degradation
 4 expedition ammunition inclination donation pernicious
 5 recognition diminution condemnation omniscient attention
 6 contention retention distention intention preparation
 7 peroration trituration duration expiration exploration
 8 deterioration corrosion derision admiration
- 1 abrogation obligation migration fumigation allegation ligation
 2 litigation occupation usurpation suspicion depression abolition
 3 adulation volition violation involution delusion solution
 4 consolation insulation desolation dissolution manipulation
 5 population immolation (*imln*) coagulation
- B 1 abduction deduction induction seduction production diction
 2 introduction interdiction benediction faction fraction friction
 3 infection defection affection fractious infraction refraction
 4 section suction bisection intersection vivisection function
 5 distinction extinction adoption deception interception
 6 conception resumption consumption presumption assumption
 7 preëmption eruption redemption
- C 1 adaptation election erection eviction interruption (*interun*)
 2 reaction inaction operation elation oration omission emission
 3 edition initial variation tuition intuition deviation radiation
 4 retaliation humiliation palliation elation allusion cohesion
 5 adhesion inaction reaction enaction inflection reflection
 6 correction direction selection protection detection connection
 7 affliction infliction abstraction obstruction destruction
 8 attraction detraction retraction restriction construction
 9 contraction addiction
- D 1 protestation detestation citation mutation nutrition dentition
 2 agitation cogitation deglutition penetration restitution
 3 destitution prostitution institution constitution initiation
 4 propitiation annihilation objection dejection injection
 5 projection subjection concession incision decision procession
 6 abscission recessional conclusion seclusion reclusion
 7 impulsion compulsion propulsion repulsion expulsion appulsion
 8 afflation inflation completion depletion contemplation explo-
 9 sion ascription description inscription proscription conscription
 10 subscription inspection retrospection titillation convulsion
 11 revulsion divulsion concretion discretion accretion secre-
 12 tion conversion inversion diversion reversion concoction decoction
- E 1 nation notion motion machine mansion mention munition
 2 caution passion pension national notional passions passionate
 3 motions motioned mentioned pensioned pensions prevention
 4 invention subvention convention redemption intention dimension
 5 retention coercion proportion incursion option action auction

CHAPTER XXX

119.

EXERCISE IN TERMINATIONS

Having become an octoge-narian, on the verge of superan-nuation, and having had a gentle admo-nition of my incapaci-tation for physical exer-tion, but in my early edu-cation having made the acqui-sition of a dispo-sition averse to in-action, without the least am-bition or aspi-ration for distinc-tion, per-sonal aggran-dization, or pecuniary remune-ration, but for the sole purpose of having some occu-pation, and for my own satis-faction and gratifi-cation, I conceived the no-tion of the di-rection of my at-tention to the col-lection, classifi-cation, combi-nation, congre-gation, and concen-tration of words in the English vocabulary with t-i-o-n for their termi-nation.

With this expla-nation of my in-tention I commen-ced ope-ration, with no con-ception of the vex-ation and close appli-cation necessary for its com-pletion; but possessing an innate obdu-ration against the pre-vention of, or frus-tration in, any laudable vo-cation, I persevered in my investi-gation against strong oppo-sition, frequent interr-uption, and with excessive fati-gation, until I brought the sub-ject in contem-plate to a suc-cessful consum-mation.

Finding the enume-ration of t-i-o-n as a termi-nation far ex-ceeding my antici-pation, expec-tation, or calcu-lation, I felt an incli-nation to submit for publi-cation, even at the risk of my repu-tation, my singular and unique pro-duction, for the

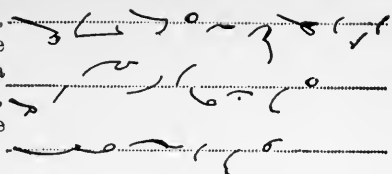
infor-mation, in-struction, and edifi-cation of the rising gene-ration.

After the for-mation of a determi-nation in favor of its publi-cation, it became a matter of necessi-tation, in confor-mation to pre-vailling custom in every new literary compo-sition, to preface my publi-cation, as an intro-duction, with a dedi-cation to some distin-guished friend or re-lation.

It then became a grave ques-tion to what distant or near re-lation I could make this do-nation, before consul-tation, and avoid the cau-sation of disaf-fection, disappro-bation, and perhaps repro-bation. After long cogi-tation, much consul-tation, and serious re-flection, I could bring to my recoll-ection and recog-nition but one distant re-lation in all cre-ation, who, in my esti-mation, would entertain a full appre-ciation of this demon-stration of my af-fection.

Therefore, without further cir-cumlo-cution, in conside-ration and commemo-ration of the fre-quent repe-tition, excla-mation, vocife-ration, and apt appli-cation of t-i-o-n by my distant re-lation, L. B. C., in her daily conver-sation, when ob-jects offensive come in con-taction with her degus-tation, olfactory, or other acute sen-sation, I can have no hesi-tation, and I feel under great obli-gation, and it affords me much satis-faction and gratifi-cation to honor her with the do-nation of this dedi-cation of the following labor-ious compi-lation, trusting it will meet her entire appro-bation and highest commen-dation. Hoping that a perusal of this pro-duction will enge her at-tention, afford her

in-struction, excite her ani-mation,
 elicit her admi-ration, produce
 exhila-ration, and oc-casionally a
 burst of cachin-nation, I am as ever,
 without affec-tation, her sincere
 friend and af-fectionate re-lation.



CHAPTER XXXI

IMPLIED WORDS

120. Some words, which by their relation to the context are rendered very obvious, are implied by writing their initial letter, or their initial terminal letter, beneath the preceding word or syllable. For example, in the sentences, "Did you hear the conversation?" "Were you present at this conversation?" the word *conversation* is implied by writing its terminal sign *s* under the previous word.

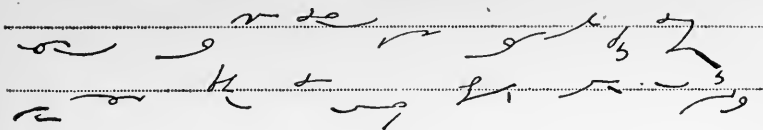
This is a very important, definite, and facile means of brevity, and should be thoroughly mastered not only by writing the following sentences, but by discovering and practicing others in which the implied words occur.

SIGNS

WORDS

'	association-s.
·	able.
✓	responsible-bility.
✓	educate-cated-cating-cation, etc.; occasion-al, etc.; communi- cate-cated-cative-cation.
∞	discharge-charged-charging.
o	conclude-d, etc.
o	calculate-lation, etc.
o	democrat-ic-cracy.
o	condition-ed, etc.
o	differ-ent-ence-ing.
o	conduct-ed, etc.
o	deposition.
o	correct-ed, etc.
o	confess-fession-fessional; satisfy-fied-faction, etc.
o	follow, fellow, fulfil.
o	delegate-gated-gation.
o	hesitate-tated-tating-tation.
o	improve-proved-proving-provement.
o	object-ed-ing-ion.
o	relate-d, etc.; resolution.

11	commence-ment, etc. ; admit-mission, etc. ; commission.
11	amendment.
11	necessary-sarily-sity-sitate.
11	connect-nection, etc.
11	observe-vation, etc.
11	occupy-pation, etc.
11	complete-pletion, etc.
11	people.
11	populous-lation.
11	president-ial, etc. ; prove, proved, proving, proof.
11	propose-sition, etc.
11	prepare-ration, etc.
11	consequent-ly, etc. ; acquaint-ed-ance, etc.
11	operate-ation, etc.
11	position-al, etc.
11	conversation-al, etc. ; consider-ation, etc.
11	appreciation-ative, etc.
11	sufficient.
11	describe-scription, etc.
11	subscribe-scription.
11	respond-sponse, etc.
11	speak ; speech-es.
11	speaker-s
11	consist-ent, etc. ; assist-ance, etc. ; concession
11	constitute-tution, etc.
11	circumstance-stantial, etc.
11	construct-struction, etc.
11	consider-ed-ing, etc.
11	persuade-suasion, etc.
11	console-lation, etc.
11	competition.
11	contract-ed, etc.
11	intelligent-ligence-lectual, etc.
11	transact-ion, etc.
11	attend-tention-tentive, etc.
11	enthusiasm-ast-astic-astically.
11	advantage-ous, etc. ; observation.
11	convenient-ly, etc.
11	investigate-gated-gation.
11	controversy-versial, etc.
11	situate-uation, etc.
11	execute-cuted-cutting-cution
11	beyond.
11	composition.



KEY

Did you hear the conversation? Were you present when this conversation took place? Were you a witness of this transaction? When was the business transacted? Are you responsible for this? Is this statement correct? When did you make this observation? She is very intelligent. I am not able. Defendant's counsel objects.

WRITING EXERCISE

1. When did this transaction take place? 2. The business was transacted on June 1. 3. Who transacted the business? 4. Are you certain of the precise nature of the transaction? 5. Who are the responsible parties? 6. I do not know who is responsible. 7. Do you share in the responsibility? 8. Did you not agree to become responsible for the payment of these goods? 9. Is he well educated? 10. Where did he pursue his education? 11. The course of lectures was highly educational. 12. What is your conclusion? 13. I have reached no conclusion. 14. Is the course concluded? 15. The reasoning is very conclusive. 16. Hear the conclusion of the whole matter. 17. Did you make this calculation? 18. Did you calculate this accurately? 19. Yes, I made a very careful calculation of the amount of coal necessary to be used. 20. How much did you calculate would be sufficient to construct the shaft? 21. Did you observe the condition of the horse at the time of the transaction? 22. The transaction was in no way conditioned upon the condition of the roads or weather. 23. What was his conduct at the time? 24. I had no opportunity for observation. 25. Is this map drawn to a correct scale? 26. Who is responsible for the correctness of this proof? 27. Will you correct it? 28. It is sufficiently correct for all practical purposes. 29. What do you mean by sufficiently correct? 30. It is very satisfactory. 31. It is not very satisfactorily done. 32. He is well satisfied. 33. It is giving good satisfaction. 34. We are all well satisfied with its construction. 35. Are you a delegate to the convention? 36. What are you delegated to do? 37. I am not a member of the delegation. 38. Has the delegation been instructed? 39. Have the delegates been instructed? 40. There is no necessary relation between them. 41. To what does this relate? 42. They are in no way related. 43. That is only relatively true. 44. There was a very great commotion. 45. He is quite well informed. 46. Did you not inform the authorities? 47. Are you informed on the subject? 48. Such information is of great importance just now. 49. Is it necessary to conduct the matter in this way? 50. It is not necessarily true. 51. There is no necessity for it. 52. An amendment was offered. 53. The constitution was amended as follows. 54. A resolution was offered to amend the motion as

follows. 55. There is no connection between the two. 56. Are you connected with this firm? 57. Have you any connection therewith? 58. Did you yourself make the observations? 59. Have you observed and noted the difference? 60. How much space will your display occupy? 61. How long have you occupied these premises? 62. What is your occupation? 63. How long were you occupied in this work? 64. What is the population of your town? 65. Is the county a populous one? 66. Long before this section was populated. 67. James Wells has been elected president of the company. 68. Mr. President, I arise to a point of order. 69. Who presided at the meeting of the stockholders? 70. Who is the president of this company? 71. I arise, Mr. President, to propose a new measure. 72. I now propose a reconsideration of the former question. 73. What is the nature of your proposition? 74. Are you prepared to lay the question before the court? 75. I have nearly completed my preparation. 76. Mr. President, I am prepared to show. 77. All preparation has been made to receive the delegation. 78. The result is consequent upon the decision to be made by this body. 79. It is of small consequence. 80. Grave consequences hang upon this decision. 81. I am prepared to show that the consequences will be overwhelming. 82. We have consequently no redress. 83. Were you present at the operation? 84. Yes, I saw the operation performed. 85. At its conclusion I proposed a toast in appreciation of the skill of the operator. 86. What was the position held by the plaintiff at that time? 87. He held the position of chief engineer to the company. 88. Its true position can not be definitely determined at this time. 89. Did you hear the conversation testified to by the last witness? 90. How many persons were involved in the conversation? 91. Did you hold frequent conversations with the plaintiff? 92. Did you not testify that this conversation occurred in your office and in your presence on the first day of May, 1902? 93. No, sir, I did not testify that I heard the conversation. 94. You may describe the appearance of the defendant at that interview. 95. I can not give an accurate description of her, as the conversation was very brief, and I was in a great hurry. 96. How much have you subscribed? 97. I have not subscribed, and can not make a subscription for this cause. 98. Did you respond to the demand made upon you for a subscription? 99. No, I made no response, as I did not consider the company had any claim on me to demand a subscription. 100. Are you the respondent in this cause? 101. Did you assist in deciding the ingredients of which the mixture consisted? 102. Can you afford to make the concession they require? 103. No, I shall never concede it. 104. What assistance did you give in the laying of the foundation? 105. I rendered them no assistance. 106. Why did you not assist? 107. Do you understand the construction of this machine? 108. If you understand its construction, why did you not respond to their request to explain it? 109. I am fully persuaded that it is not correct. 110. The logic of the facts is persuasive. 111. How did you receive this intelligence? 112. I received the intelligence directly from the secretary of the association. 113. Her intellectual faculties are very remarkable. 114. It was a most intellectual feast.

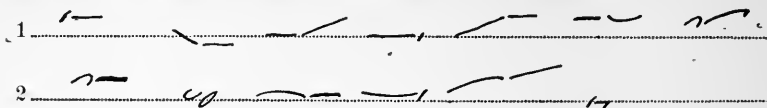
115. It was very intelligently presented. 116. Did you closely attend to the conversation between them? 117. Yes, I gave the closest attention. 118. Why were you such an attentive listener? 119. Was the attendance large? 120. Did you sign this contract? 121. Do you understand the nature of the contract? 122. Are you fully persuaded of his contractual ability? 123. I regarded the contract as being illegal. 124. What advantage would you derive from the contract? 125. The contract would be of no advantage to me. 126. Then why did you regard the contract favorably? 127. It would be very advantageous to my friend. 128. How much, according to the contract, were you to invest? 129. The contract does not specify that I am to make any investment. 130. Was there not a verbal contract specifying the amount of your investment? 131. No advantage would accrue to me in a contract of this nature. 132. Where is the plant situated? 133. I do not know its situation. 134. Where did he graduate? 135. I was not present at his graduation, and do not indeed know that he ever graduated. 136. The town is most advantageously situated. 137. What caused the division? 138. Where does the dividing line begin? 139. How shall we divide it? 140. You must not hesitate. 141. What is the cause of this hesitation? 142. He is very much improved. 143. There have been great improvements made there. 144. Counsel objects. 145. Why do you object? 146. There are no objections. 147. What were his objections to it? 148. When was the work commenced? 149. At what point shall we commence? 150. It is not sufficient. 151. Was the material sufficient? 152. Did you hear him speak? 153. Did you hear his speech? 154. Who is to speak? 155. Mr. Speaker. 156. Do not interrupt the speaker. 157. Let us consider the matter. 158. What is the consideration? 159. He is an enthusiast. 160. He is a very enthusiastic speaker. 161. On the contrary. 162. When was the execution issued?

CHAPTER XXXII

DISCONNECTED PREFIXES

121. Com or con Initial.—Either of the prefixes *com* or *con*, is always followed by a consonant; thus in *contain* the consonant *t* follows the *con*. To express the prefix *com* or *con*, the consonant is written on position for the vowel that follows it, and the remainder of the word, disconnected, is added close at the right of this consonant. Thus in writing *contain*, *t* on the *a* position is understood to stand for *conta*, since the *n* is written disconnectedly close at the right, and may be called the *indicating consonant*.

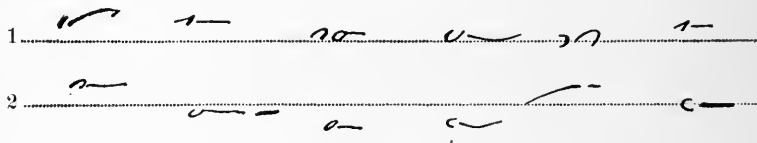
122. The Consonant, Simple and Modified.—In many words the indicating consonant, unmodified in any way, is used to indicate the prefix, as explained in the preceding paragraph.



KEY

1 contain combine connive commit convene comrade compact
2 compare congeal confer conceit concave continent

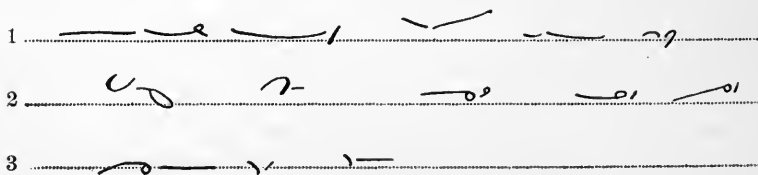
When the indicating consonant coalesces with the following consonant, the symbol which regularly represents such coalescent combination is used to indicate the prefix, just as the simple consonant is.



KEY

1 contract constrain comprehend congress conscript constant
2 complain conglomerate confluent conclude concement conspire

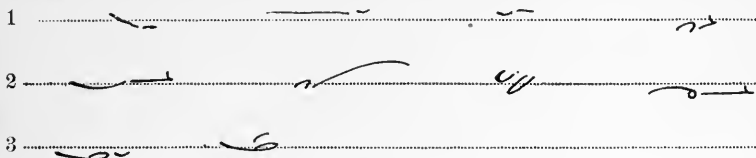
If the consonant can be modified by lengthening, shortening, enlarging, shading, etc., so as to express one or more following consonants, though they are uncoalescent, this is done; and the consonant thus modified and placed on position for the vowel of the second syllable of the word, is used as the prefix sign.



KEY

1 commensurable concentrate combative condense contemplate
2 congratulate compartment commercial concert convert
3 confirm consist concession

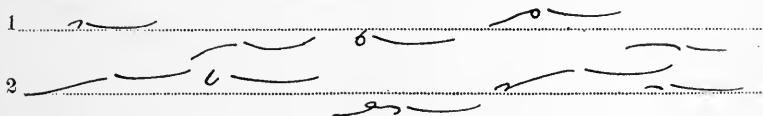
123. Words in *tion*.—Words of four or more syllables, beginning with *com* or *con* and ending with *tion* or *tious*, should have the prefix expressed in accordance with §121, and the ending by the *tion* tick, or implied by *n*.



KEY

- | | | | |
|-----------------|--------------|--------------|--------------|
| 1 combination | commendation | condemnation | composition |
| 2 conscientious | complication | congregation | conformation |
| 3 consolidation | conciliation | | |

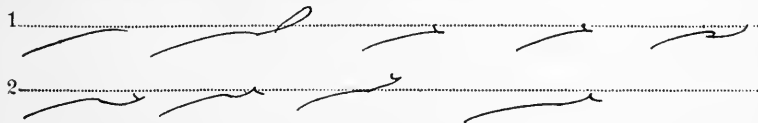
Most words of three syllables, however, beginning with *com* or *con* and ending with *tion* or *sion*, as *completion*, *concession*, *contention*, should have the prefix expressed as in §121, and the suffix, whether *tion* or *sion*, by *n* or the lengthened *s*. Plurals of these words should have an added *s*.



KEY

- | | | | | |
|--------------|-------------|-------------|------------|------------|
| 1 completion | concussion | contortion | conversion | confusion |
| 2 convention | contraction | conjunction | complexion | contention |

124. Lengthened *c* for *com* and *con*.—In some few words it is preferable to use the lengthened *c* instead of the prefix sign, as in the following and their derivatives:



KEY

- | | | | | |
|-------------|--------------|------------|------------|--------|
| 1 common | commonwealth | conscious | conscience | comply |
| 2 condition | committee | commission | community | |

WRITING EXERCISE

- | | | | | |
|--------------|---------|------------|-----------|---------|
| 1 commissary | commode | commodious | commodity | commute |
| 2 companion | compass | compassed | compel | compend |
| | | | | compete |

3 compile component compose composed composer compound
 4 compute comrade conceal concede conceive concept concise
 5 concur condemn condescend condign condiment condole conduce
 6 conducive conduct conductor conduit confederate confess
 7 confute confuse congeal congenial congest conjecture conjoin
 8 conjugal conjugate conjure connive connivance connoisseur
 9 connubial conquer conquest consecrate consign consent consider
 10 considerable considerate console consonant consul consult consume
 11 contagion contagious contend content contest contestant
 12 context contiguous continent continental contingent contingency
 13 continue continual continuance contour convent convex
 14 convey conveyance convict convivial convoke convolute

1 complacent complainant complained complement complete
 2 completely complex complexity compliance complicate
 3 compliment comprehensibility compress compressed comprise
 4 conclave concrete congregate congressman conspicuous
 5 conspicuously conspire constable constantly constancy contraband
 6 contract contracted contradict contradictory contralto contrast
 7 contravene contribute contrite contrive contrivance control
 8 controller controversy controversial controvert constraint

1 comfort comfortable command commander commandant
 2 commemorate commemorative commence commencement
 3 commend commendable commensurate comment commerce
 4 commingle compared comparable comparative comparison
 5 compartment compatible competitive competitor competent
 6 comport compromise compulsory concentric conciliate concord
 7 concourse concurred condolence conferred conference conform
 8 congeries congratulate consanguineous consecutive conserve
 9 conservator consignee consignor consignment consist consistent
 10 consistently consistency consolidate consort conspirator
 11 conspiracy constituent constituency constitute consummate
 12 contaminate contemporaneous contemporary contempt contemptible
 13 contemptuous terminable confort convalesce convalescence
 14 convalescent convenient conveniently convenience converge
 15 converse convert convince convulse

1 commemoration commutation compensation competition compo-
 2 sition comprehension computation concatenation concentration
 3 condemnation condescension condonation confederation confor-
 4 mation confutation congelation conglomeration congratulation
 5 conjugation consecration conservation conservative conserv-
 6 atism conservatory consideration consolation consolidation con-
 7 stellation consternation consultation consummation contami-
 8 nation contemplation contradiction contradistinction contra-
 9 vention contribution convocation convolution

1 (*Use lengthened s for the suffix.*) compassion combustion commission
 2 compression compulsion conception conclusion concretion
 3 concussion conduction confection confectionery confession
 4 congestion contrition contusion convulsion congressional
 (*Write also the plurals of such of the foregoing words as have plurals.*)

1 (*Use the tion tick.*) compunction concoction connection conscription
 2 consumption conviction construction constriction constructionist

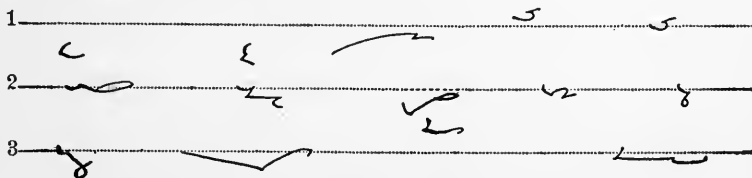
1 (*Use lengthened c for the prefix.*) common commons commoner
 2 commonalty commonly commonness commonplace commonweal
 3 commonwealth conscience conscientious conscious consciously
 4 consciousness condition committee community

CHAPTER XXXIII

CONNECTED PREFIXES

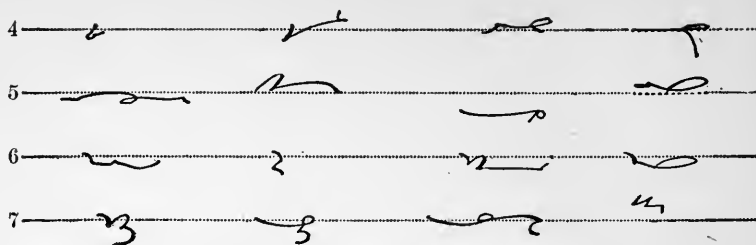
125. Compound com and con Prefixes.—When *com* or *con* follows another prefix, making a compound prefix, as in *accommodate*, *unconfined*, the *com* or *con* is represented by the modification of the preceding initial letter to imply the *m* or *n* in the *com* or *con*. This use of the first letter of the first syllable of the prefix and the last letter of the final syllable of the prefix combined as the sign of the two syllables, is analogous to the method of representing the final syllables *cation*, *dation* by final *n*.

Following are the compound prefixes formed with *com* and *con*: *accom*, *accoun*, *concom*, *circum*, *decom*, *discon*, *discoun*, *econ*, *encom*, *encoun*, *excom*, *hypocon*, *incom*, *incon*, *intercom*, *irrecon*, *miscon*, *noncon*, *precon*, *recom*, *recon*, *recoun*, *rencon*, *rencoun*, *subcom*, *subcon*, *transcon*, *uncom*, *uncon*, *unaccom*, *unaccoun*, *unrecom*, *unrecon*.



KEY

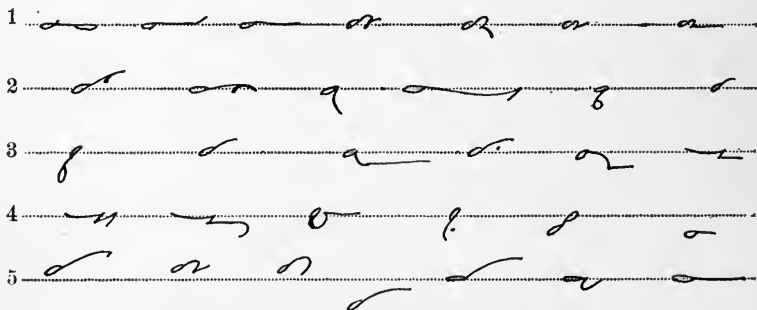
1 accommodate accountable concomitant decompose decomposed
 2 disconsolate discountenance economical encompass encounter
 3 encumbers excommunicate hypochondriacal incommoded



- 4 inconclusive intercommunication irreconcilable misconstrue
 5 nonconformable preconform subcompressed reconciled
 6 unaccommodated unaccountable uncompromising unreconciled
 7 uncompensated circumstance circumference transcontinental

126. The Prefix *dis*.—The prefix *dis* is represented by the *ds* loop on the *i* position. When the loop is followed by a consonant, it implies an accented vowel following the consonant, as *a* in *dismay*, *o* in *dispose*, *e* in *dismember*. When the prefix is followed by *t*, making *dist*, however, it is expressed, not by the loop, but by the letter *d* followed by *t*, which after *d* becomes *st* (§93). The combination *disl* is written by the *ds* loop angularly joined to imply the *l*.

This use of the *ds* loop on the *i* position for the prefix enables us to employ it on other positions to imply other vowels, as in *dusk*, *does not*, *despot*.



KEY

- 1 dismal dismiss dismay disprove disposes displace discipline
 2 discover disfavor disease disseminate disaster disarm
 3 disannul disadvantage disesteem disallow disunite distant
 4 distrust distinct dishearten disavow dishonest, does not,
 5 descant despise despot dusk dislike dislodge dislimb

6 *g n l a n r*

7 *a o b*

6 disloyal disengage dislocate disclose disclaim disregard
7 disrespect disrupt distinction

127. The Prefix re.—When this prefix must be distinguished as such, it is represented by *r* written on the *e* position, and attached to the irregular side of the following letter in a manner similar to *ds*, from which it must be clearly distinguished by its circular form. It may be diminished to imply a following *l*, and enlarged for a following *t*, *d*. The prefix *re* always implies an accented vowel in a following syllable, as in *re-made*, *re-miss*, *re-nown*, *re-mark*, *re-ceipt*, which are written *remd*, *rems*, *renn*, *remrk*, *rest*.

1 *a o e i o a e r r*

2 *a e o n g g w*

3 *o e v o n p o*

4 *q o o o o b o*

5 *o i o e e e o*

6 *o e o o o r o*

7 *e e e r o o r o*

KEY

1 reams remiss recent resent rent renown rest restate
2 receipt reason resign resume reaches rechoose redistrict
3 redistribute regal regale reapers repress retail remarkable
4 reestablish repaired report reaped repute relay release
5 relief relieve relent reels retake retain reflect reform
6 retouch retrieve reward record reliable relinquish retort
7 retreat retract retrench restated restore rehearse rehash

8

8 rehabilitate restraint restaurant

WRITING EXERCISE

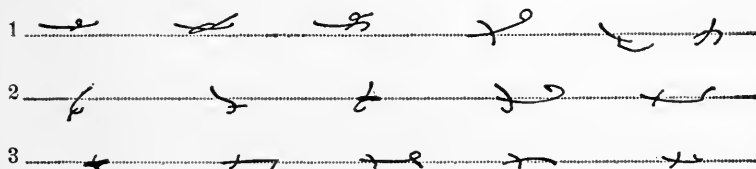
- A 1 accommodation accountant circumvent decompound economize
 2 discontinue discomfiture excommunication recompense recondite
 3 incomprehensible misconceive transcontinental unaccomplished
 4 preconcerted uncontested subconscious nonconductor uncomfortable
- B 1 dismay dismal dismiss dismantle dismember dismast disarm
 2 diseased disuse disaster disaffirm disallow disable disabled
 3 disband disembark disembowel discard discuss discreet discover
 4 disdain discern discharge disciple discipline discolor discord
 5 discount discourage discourse discredit discriminate disengage
 6 disencumber disfigure disfranchise disguise disgust dishearten
 7 dishonest dishonor disincline disinherit disinterested disjoin
 8 dislike dislocate dislodge disloyal dismount disobey disorder
 9 disorganize disown disparity dispassion dispatch dispense
 10 disperse display displease dispose dispossess disproof disprove
 11 disproportion disquiet dissemble disseminate dissension dissent
 12 dissimilar dissimulate dissipate dissolute dissolve dissonant
 13 dissuade dissyllable distance distaff distant distend distich
 14 distal distinct distinguish distort distract distress distribute
 15 district disturb disunion
- C 1 reams remiss reason resign resume recent resent rest
 2 reset receipt reclaim recline recluse recall record re-cord
 3 wrecker wreckers recur recourse recreate re-create redden
 4 redeem redness redolent redouble rebound reefs refuse
 5 re-fuse region rejoin reels release relay relate relays rend
 6 renown wren renew reaper repair reap repay reaped repaid
 7 repeat reaps repose represent re-present reapers repress
 8 revel revile revelled reviled retain retains retained
 9 retaining retainer retrieve retriever retail retails retailer
 10 retailing review rearrange

CHAPTER XXXIV

PREFIX SIGNS WRITTEN ACROSS

128. The following prefixes are represented by signs which are written positionally; the letter following the prefix is written across the sign.

SIGN	PREFIX
	self,
	self-con,
	ana, anal, anath, anat,
	ena,
	ina, inac, inad, inap,
	una, unac, unad, unaf, unal, une, uni,
	annex,
	enact,
	inac,
	unac,
	annun, anom, announ,
	enam,
	inan, inim, innum, innun,
	unam, unan, unim, unin, unem, unen,



KEY

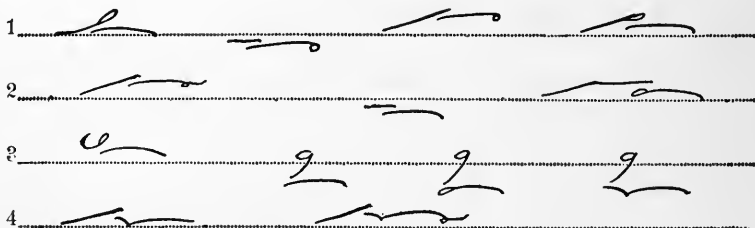
1 selfishly self-love self-conscious unaware enabled inapt
 2 annexation enactment inaccurate unacceptable annunciation
 3 enamored inanimate unanswerable uninformed inundation

WRITING EXERCISE

- 1 self-defense self-denial self-esteem self-evident self-existent
- 2 self-interest self-knowledge self-love self-made self-possession
- 3 self-same self-seeking self-willed selfish selfishness self-conscious
- 4 self-control anabaptist analogy anathema anatomy enables
- 5 enabling enabled inadmissible inadequate inadvertent inapplicable
- 6 inappreciable unavoidable unadvisable unawares unable unabridged
- 7 annexation annexed annexes annexing enacted enactment
- 8 enacting enacts inaccessible inaccurate inaction unacceptable
- 9 unaccountable announce annunciation announced announces
- 10 anomaly announcement enameled enamored inanimate inanition
- 11 inimical inundate unanimous unanswerable uninformed
- 12 uninhabitable unintelligible uninteresting unimportant unimproved
- 13 unimpeachable unemployed unendorsed unincumbered uninfluenced

The student should take a dictionary and write all the words to which the foregoing prefixes apply.

129. The Prefixes *satis*, *dis-satis*, and *un-satis*.—These prefixes are represented as follows: The word *satisfy*, with its various terminals, is represented by omitting *satis*, and writing *f* with the terminal across, or under, a preceding word to imply the prefix *satis*. For *dis-satis* attach *ds* loop to *f*, and for *un-satis* attach minute *u* to *f*, and write across, or under, the preceding word, thus implying *satis* not only in *satisfy*, but in *dis-satisfy* and *un-satisfy*.



KEY

- 1 well satisfied, not satisfactory, very satisfactory, very well satisfied,
- 2 very satisfactorily done, not satisfied, very much dissatisfied,
- 3 greatly dissatisfied, he is satisfied, he is dissatisfied, he is unsatisfied,
- 4 very unsatisfactory, very unsatisfactorily done

WRITING EXERCISE

- 1 I am well satisfied, not very satisfactory, give satisfaction, gave
- 2 satisfaction, gave good satisfaction, gave great satisfaction, were
- 3 all satisfied, is satisfied, is not satisfied, is not satisfactory, is very

4 satisfactory, is very satisfactorily done, a very satisfactory plan,
 5 perfect satisfaction (*per-fshn*), perfectly satisfactory (*per-fry*),
 6 not satisfied, was satisfied, was dissatisfied, was unsatisfied,
 7 was greatly dissatisfied, were satisfied, were dissatisfied, were
 8 unsatisfied, were unsatisfactory, were very unsatisfactory,
 9 were well satisfied, with satisfaction, with great satisfaction,
 10 with unsatisfaction, with dissatisfaction, finished satisfactorily,
 11 quite satisfactory, quite unsatisfactory, quite well satisfied, not
 12 at all satisfactory, no satisfaction, no dissatisfaction, will be satisfied,
 13 will be dissatisfied, will be unsatisfactory, will not be satisfactory,
 14 will not be unsatisfactory, how satisfactory, how unsatisfactory,
 15 made satisfactorily, caused dissatisfaction, caused much dissat-
 16 isfaction, caused great dissatisfaction, an unsatisfactory result, full
 17 of satisfaction, fully satisfied, fully satisfactory, could satisfy,
 18 will satisfy, want satisfaction, will be satisfied, will be satisfactory

CHAPTER XXXV

PHRASE WRITING: FIRST METHOD

130. As the idea of phrase writing has been grasped and considerable practice therein already attained, there remains but to present the subject more fully. The number of movements made in lifting the pen from word to word which are saved in phrase writing, is a practical argument in favor thereof; and well constructed phrases are perfectly legible.


























































131. **Position Words.**—There is a rather large class of very simple phrases, consisting of two words each, the second being *a* or *an*, *they*, or *day*; *the*, *he*, or *me*; *I* or *my*; *to*, *do*, or *of*; *you* or *your*; for example, the phrases *to a* or *to an*, *to-day*, *to the*, *to my*, *to do*, *to you*. In all phrases of this class write the first word of the phrase on the position which implies the second word. The position phrase words are as follows:

- 1 *a*, *an*, *day*, *they*, *their*, *theirs*
- 2 *the*, *he*, *be*, *me*, *there*
- 3 *I*, *my*, *mine*
- 4 *do*, *to*, *though*, *these*
- 5 *you*, *your*, *yours*

The phrases *to a* or *to an*, *to-day*, are represented by *t* on position 1; *t* 2, represents *to the*, *to me*, or *to be*; *t* 3, represents *to my*; *t* 4, represents *to do*; and *t* 5, is *to you* or *your*.

132. Phrase Words and Signs.—The words which are written positionally to imply the position words given above are presented in the following columns. Most of these words are written in regular form, that is, by the letter or letters which represent them positionally. The word *but* is represented by shortened shaded *b*, to differentiate it from the word *but* when unphrased. The only words which are arbitrarily represented are *all*, *as*, *before*, *have*, *if*, *of*, *will*. These are arbitrarily written because their natural signs are used for other words; as, *v* is used for *have* because *ha* is used for *has*; *f* is used for *if* because *i* is used for *is*; right *o* is used for *of* because left *o* is used for *on*. The words *all* and *will* are differentiated by the slant and direction of the *l*, which represents them both; the left *l* is used for *will*, and the right *l* for *all*.

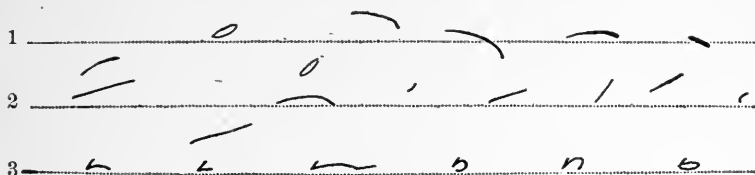
PHRASE WORDS AND SIGNS OF THE FIRST CLASS

SIGNS	PHRASE WORDS	SIGNS	PHRASE WORDS	SIGNS	PHRASE WORDS
	a		get, got		paid
	after		give		shall
	against		gone		ship
	all		great		should
	and		had		some
	are		has		tell
	as		have		that
	ask		how		though
	at		if		through
	before		in		to
	but		is		upon
	by		just		were
	can		know		what
	did		mail		when
	do		never		whenever
	done		nor		where
	don't		not		while
	drop		of		why
	for		on		will
	from		or		with
	gave		over		

This method constitutes the shortest phrase writing known to shorthand, and the phrases represented are in such common use as to be of great value to the student. A phrase of this class often makes the beginning of another phrase, as, *in a few days*,

all the time, all you know, of the day, and when so related the following word is written attached.

This class of phrases has been given to some extent already; therefore in the following illustrations only the arbitrary signs are shown.



KEY

- 1 are you, all the, will you, as a, as I may, before the, but I,
- 2 have a, have you, if the, in a, of the, on the, or a, and the,
- 3 to be thought, to be known, to be found, to be had, to be paid, to be said

The student should practice the phrase words and the phrases arising from placing them on the different positions, until he is entirely familiar with them all.

WRITING EXERCISE

- 1 a day; against a, —the, —me, —you; all a, —day, —the, —he, —I, —my,
- 2 —you, —true; and a, —an, —the, —he, —I, —my, —you; are a, —the,
- 3 —to, —of, —true; as a, —an, —the, —he, —I, —my, —to, —you; at a,
- 4 —an, —the, —my, —you; before a, —an, —day, —the, —me, —he, —I,
- 5 —my, —you; but a, —an, —the, —he, —I, —my, —you; by a, —an,
- 6 —day, —the, —you; can a, —the, —he, —I, —you; did a, —an, —the,
- 7 —he, —I, —to, —you; do a, —an, —the, —me, —I, —my, —to, —you;
- 8 done a, —an, —the, —me, —to, —you; don't the, —be, —do, —you;
- 9 drop a, —an, —the, —me, —you; for a, —an, —the, —he, —I, —my,
- 10 —you; get a, —an, —the, —me, —my, —you; great day; give a,
- 11 —an, —the, —me, —my, —to, —of, —you; had a, —an, —the, —he,
- 12 —I, —my, —to; has a, —an, —the, —he, —my, —to; have a, —an,
- 13 —the, —I, —my, —to, —you; how a, —an, —the, —he, —I, —my,
- 14 —to, —do, —you, —true; if a, —an, —they, —the, —he, —I, —my,
- 15 —you, —true; in a, —an, —the, —my, —you; is a, —an, —the, —he,
- 16 —I, —my, —to, —of, —you, —true; just a, —an, —the, —my,
- 17 —I, —to; know a, —he, —the, —me, —I, —my, —too, —of, —you, —your;
- 18 not a, —an, —they, —the, —I, —my, —do, —to; nor a, —an, —the,
- 19 —you; of a, —an, —the, —me, —my, —your; or a, —an, —the,
- 20 —you; over a, —an, —the, —me, —my, —to, —you; on a, —the, —me,
- 21 —you; paid a, —an, —the, —me, —my, —to, —you; that a, —an,
- 22 —day, —the, —he, —I, —my, —to, —you, —your; some day;

23 though a, —an, —he, —I, —you, —true; through a, —an, —the,
 24 —me, —my, —to, —you; tell a, —an, —the, —me, —my, —to, —you;
 25 to a, —an, —day, —the, —me, —my, —do, —you; were a, —an,
 26 —the, —he, —I, —my, —to, —of, —true, —you; what a, —an, —day,
 27 —the, —he, —I, —my, —to, —of, —you; when a, —an, —the, —he,
 28 —I, —my, —you; whenever a, —an, —the, —he, —I, —my, —you;
 29 where a, —an, —the, —he, —I, —my, —to, —do, —you; why a, —an,
 30 —the, —he, —I, —my, —do, —you; will a, —an, —the, —he, —my,
 31 —do, —you; with a, —an, —the, —me, —you.















CHAPTER XXXVI

PHRASE WRITING: SECOND METHOD

133. There are many phrases of three words each, in which the first and last words are the same, joined, generally, by a conjunction or a preposition. In writing these phrases the first word is written positionally, the connecting word is omitted, and the last word either joined to the first, or written in close proximity to it.

The connecting words *to* and *and* are generally indicated by joining the first and last word, while *by* and *after* are implied by writing the last word close after or under the first.

PHRASES AND SIGNS OF THE SECOND CLASS

SIGNS	PHRASES	SIGNS	PHRASES
	again and again		broader and broader
	age after age		by and by
	all in all		by the by
	arm in arm		day after day
	atom by atom		day by day
	better and better		day to day
	brighter and brighter		easier and easier

SIGNS	PHRASES	SIGNS	PHRASES
	ever and ever		louder and louder
	farther and farther		lower and lower
	faster and faster		more and more
	greater and greater		nearer and nearer
	have to have		now and then
	here and there		one and all
	hour after hour		one and another
	hour to hour		one by one
	in and out		out and out
	item by item		quicker and quicker
	larger and larger		rarer and rarer
	later and later		time to time
	less and less		through and through
	lighter and lighter		week to week
	little by little		year to year

CHAPTER XXXVII

PHRASE WRITING: THIRD METHOD

134. This method consists in writing together two or more common words as they occur in frequent phrases.

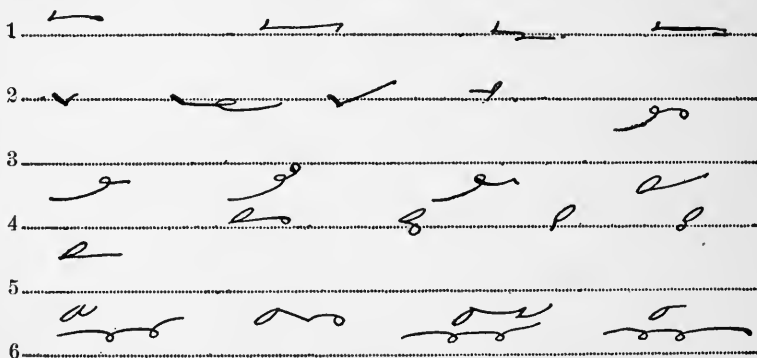
All short words of frequent occurrence that are represented by simple outlines which can easily be joined to other words and yet

preserve their established form, may be written attached to a preceding word when occurring in natural phrases.

In phrases of this class the first word of a phrase is always written positionally, and the remaining words joined to it. There is no limit to the number of words that may be joined except the natural structure of the phrase; but in general it is better not to attempt to join many words in one phrase outline. Words that are separated by pauses, or that do not form natural phrases in speech, should not be joined in written phrases. Words should be represented in phrase writing by the same outlines that represent them when disconnected. If a word occurs that does not join easily with the preceding word, it is better to lift the pen and write it positionally.

When *th* follows an upward line it is represented by *d*, as in the words *the, they, though, that, than, then, them* following *will*. Otherwise the same letters and combinations are used to represent words in phrasing that are used to write them positionally.












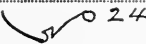

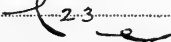



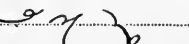
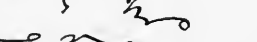
135. Compound phrases are often constructed, arising from the combination of a phrase of the first or second method with a phrase word or words of the third method; as in the following:



KEY

- 1 in a few days, in the meantime, in the beginning, in the morning,
- 2 but I am, but I must say, but I have, not the least, were you there,
- 3 were you not, were you sure, were you ready, all you have,
- 4 all you may, all the more, all the better, all the time, all the while,
- 5 will you go, will you be there, will you see to it, will you not,
- 6 farther and farther away, farther and farther off, farther and farther from

136. Correspondence Phrases.

- 1 Dear Sir..... 
- 2 My Dear Sir..... 
- 3 Yours of the 8th inst..... 
- 4 Yours of the 28th ult..... 
- 5 Your favor of the 9th inst..... 
- 6 Replying to yours of the 4th inst.. 
- 7 Replying to your favor of the 4th
inst..... 
- 8 In reply to yours of the 5th inst.. 
- 9 Is at hand..... 
- 10 Is at hand and contents noted.... 
- 11 We have your favor of the 10th
inst..... 
- 12 Your postal card of the 24th inst. 
- 13 Your letter of the 2d inst..... 
- 14 Gentlemen: Yours of the 23d inst.
duly received..... 
- 15 Gentlemen: You may ship us the
following..... 
- 16 Gentlemen: We charge your ac-
count freight..... 
- 17 Dear Sirs: Please quote us your
lowest prices for..... 
- 18 Dear Sir: Please express to.... 
- 19 Dear Sir: We have received your
order for..... 

20 Gentlemen: We have the following cars on track

21 Herewith enclosed find

22 Thanking you for.

23 From you soon

24 We remain

25 Please acknowledge the receipt of this

26 And advise me.

27 Payment will be made.

28 Very truly yours.

29 Very respectfully.

30 Yours very truly

31 Yours truly

32 Yours sincerely

33 Yours fraternally.


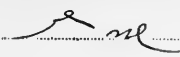




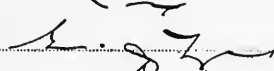
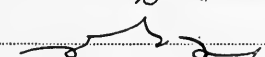

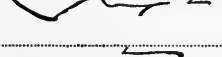


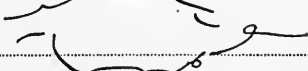

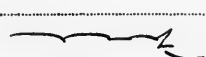
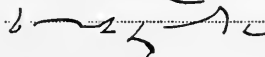




34 If this will be satisfactory.

35 Upon receipt of invoice.

36 We send you a sample of

37 We will sell you.

38 As you did not answer our.

- 39 If cash is remitted. 
- 40 We shall be pleased to ship you .. 
- 41 With this full understanding 
- 42 Awaiting your valued favors.... 
- 43 I am yours respectfully..... 
- 44 Please oblige us by honoring the
draft..... 
- 45 We have taken the liberty to
draw on you at sight..... 
- 46 For which we enclose our receipt. 
- 47 Your very esteemed favor of the
2d inst..... 
- 48 Which you will place to my credit
and oblige..... 
- 49 Enclosed please find draft..... 
- 50 Which I find to be correct 
- 51 Awaiting your further orders we
remain 
- 52 Will greatly oblige us..... 
- 53 If you find the statement correct. 
- 54 Inclosed find statement of your
account with us to date..... 
- 55 And invoice them, on your usual
terms 
- 56 You will please fill the enclosed
list of merchandise..... 
- 57 We beg to state..... 
- 58 We have shipped to your address. 

59 The above order is given on condition

Handwritten shorthand for "The above order is given on condition"

60 By which it is understood.....

Handwritten shorthand for "By which it is understood"

61 Please acknowledge receipt of order and oblige.....

Handwritten shorthand for "Please acknowledge receipt of order and oblige"

62 Your orders are solicited.....

Handwritten shorthand for "Your orders are solicited"

63 And shall have our best attention.....

Handwritten shorthand for "And shall have our best attention"

64 You may ship us the following...

Handwritten shorthand for "You may ship us the following"

65 We shall need

Handwritten shorthand for "We shall need"

66 We quote you f. o. b. here

Handwritten shorthand for "We quote you f. o. b. here"

67 We hope to receive your order...

Handwritten shorthand for "We hope to receive your order"

68 Providing the quality is satisfactory.....

Handwritten shorthand for "Providing the quality is satisfactory"

69 As soon as we receive.....

Handwritten shorthand for "As soon as we receive"

70 We quote you prices as follows..

Handwritten shorthand for "We quote you prices as follows"

71 Please quote us your lowest price

Handwritten shorthand for "Please quote us your lowest price"

72 An immediate reply will oblige ..

Handwritten shorthand for "An immediate reply will oblige"

73 Please wire us at our expense....

Handwritten shorthand for "Please wire us at our expense"

74 Would state that all of our cars.

Handwritten shorthand for "Would state that all of our cars"

75 On our cars.....

Handwritten shorthand for "On our cars"

76 In response to your order

Handwritten shorthand for "In response to your order"

77 We have given you our usual credit of

Handwritten shorthand for "We have given you our usual credit of"

78 Hoping that our selection of
goods

hope to

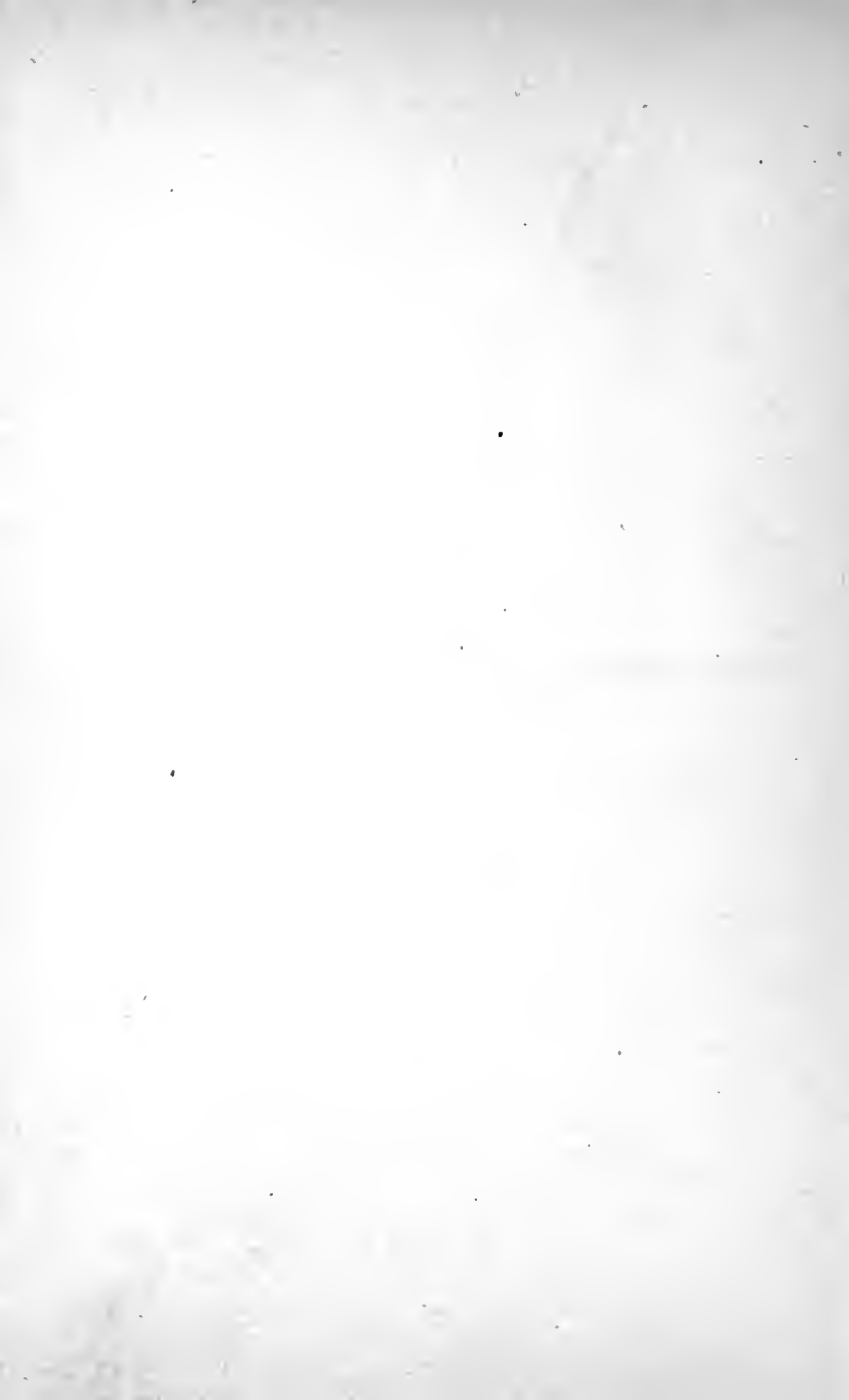
79 Will give you satisfaction

hope to

80 In regard to your order of.....

hope to

SUPPLEMENTARY READING EXERCISES



(Key on page 203)

1. 2 4 6 8 10 12 14 16 18 20 22 24 26 28 30 32 34 36 38 40 42 44 46 48 50 52 54 56 58 60 62 64 66 68 70 72 74 76 78 80 82 84 86 88 90 92 94 96 98 100

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(Key on page 206)

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(Key on page 210)

Handwritten musical notation on a five-line staff, featuring various notes, rests, and bar lines. The notation is dense and covers the entire staff area.

Handwritten notes in Arabic script, likely a list or index, with some numbers and symbols. The text is written on lined paper and includes various markings and symbols, possibly indicating a sequence or a specific set of data.

(Key on page 211)

12/90

Josiah Comstock

James Johnson & Sophronia Johnson

[illegible]

(Key on page 212)

Winston

The City of Chicago

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 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200
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Handwritten musical notation on a five-line staff, featuring various notes, rests, and dynamic markings such as 'f' (forte) and 'p' (piano). The notation is dense and appears to be a single melodic line.

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1902

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DECLARATION OF A PROMISSORY NOTE

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Handwritten musical notation on ten staves, featuring various rhythmic values and bar lines. The notation is dense and fills most of the staves.

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FORM OF STIPULATION

Three handwritten sketches of waveforms are shown, each on a set of horizontal lines. The first sketch is a simple sine wave. The second sketch is a square wave. The third sketch is a more complex periodic waveform with multiple peaks and valleys.

KEYS FOR READING EXERCISES

PAGE 137.—ADVERTISING

1. Dear Sir:—I thank you for referring the Pacific Electric Co. of La Crosse to "Western Penman" as an advertising medium. I have received an inquiry from that company and hope they will decide to advertise with me. Yours truly.

2. Dear Sir:—We sent you copy for three months' advertising some time ago; up to date we have received no acknowledgment, nor have we received a copy of your paper. Please instruct us if you did not receive copy. Yours respectfully.

3. Gentlemen:—We are in receipt of your favor of the 6th, asking us to send a wall chart, as mentioned in our New York letter, to each of your schools. We have entered the order and the charts will be sent as soon as we receive them, which we expect will be before many days. We remain, yours very truly.

4. Dear Sir:—Enclosed please find corrected bill to conform with your understanding as to rates. The solicitor who made the rate to you is no longer with us, and he gave us no information as to the rate he quoted you. Trusting that corrected bill will be satisfactory and that we may be favored with further business from you, we remain,
Yours very truly.

5. Dear Sir:—Replying to your favor of the 22d, we are pleased to quote you the following rates for 200 inches of advertising: "Daily Herald," 20c per inch; "Weekly Herald," 25c per inch; and the same advertisement in both "Daily" and "Weekly," 35c per inch, each insertion. We shall be pleased to receive your order. Yours truly.

6. Dear Sir:—Enclosed please find card of our advertising rates, also under separate cover sample of our publication. These rates are net; the only concession that we could make is, in case you should desire a yearly card, we would allow you a little extra time to take out the number of insertions in case any part of the year should be undesirable for your advertising. As you will notice, the rates are made according to the number of insertions and not according to the space. Yours truly.

PAGES 138, 139.—COAL

1. Dear Sir:—In accordance with conversation via telephone, your order is entered for one car Piedmont, to be consigned to you on L. S. & M. S. Ry., at \$3.15 per net ton, mine weights. You to pay the Lake Shore switching charge. Yours very truly.

2. Dear Sir:—We are advised by Mr. Wagner that on last Saturday he made you a price of \$2.25, delivered at your yard on the Lake Shore, for our egg coal. We wish to confirm this proposition and shall be glad to have you furnish us with your orders, which will receive my prompt attention. Yours truly.

3. Dear Sir:—Herewith we send you corrected bill for Wabash car No. 3567. You will please note attached letter from our superintendent at the mines, which we trust will explain the error. We have taken the matter up in such shape that we think nothing of the kind will occur on future shipments. Kindly excuse the mistake, and oblige,
Yours very truly.

4. Dear Sir:—Replying to yours of the 26th inst., and returning papers regarding switching on several cars of coal delivered to you in December, we beg leave to say that on September 27 we issued a new switching tariff, making our rate \$3 per car for delivery to your yard, and bills referred to are therefore correct. Yours truly.

5. Dear Sir:—Owing to the withdrawal of all switching arrangements by the various Eastern coal-carrying roads entering Chicago, we are compelled to discontinue the absorption of switching charges on shipments of Hocking coal, which may be reconsigned to you from our supply on and after April 15.

Please be governed accordingly, and oblige, Yours truly.

6. Dear Sir:—We herewith enclose you communication from the Michigan Central Road, under date of to-day, showing that car 4304, C. P. & S. L., was received by them March 6, at Buffalo, and did not arrive at Kensington until this morning. You will also note that they have given instructions to have the car rushed forward. We regret exceedingly the delay, and hope it may not occur again. Yours truly.

7. Dear Sir:—We wrote you some days since asking if you cared to consider a proposition to take from three to five thousand tons of gas coke the coming season, to which we have received no reply. We consider this an exceptional chance to secure this amount of coke. If you are in the market and care to make an offer on it, we trust you will do so by return mail, since our option expires within a few days.

Hoping for a favorable reply, Very respectfully yours.

8. Dear Sir:—Referring to yours of recent date in reference to weight on five cars of coal, we beg leave to say that the matter has been referred to the mines, and they absolutely decline to make any allowance whatever, stating that all coal is shipped at railroad weights, and that they will not deviate from the usual custom.

If our invoice is not in accordance with railroad weights, we will take the matter up for further consideration, but if the same is rendered on the basis of railroad weights, we can make no allowance whatever.

Hoping this will be satisfactory, we are, Yours truly.

9. Dear Sir:—Enclosed please find freight bill for car No. 7889, which we find is a duplicate bill. We are in receipt of affidavit from you claiming shortage on this car of 4865 lbs. We are allowed this shortage for freight by the R.R. Co., if our claim is accompanied by a sworn affidavit and freight bill. This is a duplicate bill and they refuse to honor any but the original, therefore we return same to you and ask that you will send us original, on receipt of which we will credit your account.

Yours truly.

· PAGE 140.—WIRE NAILS

1. Gentlemen:—Replying to your card of the 27th inst., the 2 $\frac{3}{4}$ -in. nails were sent you instead of the 1 $\frac{3}{4}$ -in., as invoiced. Inclosed you will please find corrected bill, and we ask that you excuse the error.
Yours very truly.

2. Gentlemen:—Replying to your card of the 13th inst., we wish to say that our mill being closed for repairs, it will be impossible to make immediate shipment of orders named. If you are compelled to cancel same, please advise us.

Regretting the delay, we remain, Yours truly.

3. Gentlemen:—Replying to yours of the 9th inst., will say, we have started tracer after the Minneapolis Sash & Door Company's order of March 23. Regarding enclosures, which we return herewith, we will hurry out these nails as fast as possible. Yours truly.

4. Dear Sir:—Referring to the inclosed specifications, it will be impossible for us to accept this offer, as we are now entirely too far behind on our contracts, and do not think it good policy to take orders and delay so long in shipping them as will give us a bad reputation.

Regretting that we can not see our way clear to accept your offer, we remain, Yours truly.

5. Dear Sir:—Confirming our message of yesterday, we will ship you the $\frac{3}{4}$ -in. No. 17 wire nails ordered to-day, and trust the same may meet the requirements of your present needs. We regret very much having been compelled to delay shipment so long, but as our factory was closed for repairs, an earlier shipment would have been impossible. We beg to assure you that your future orders can be given more prompt attention, and hope you will excuse the delay this time.

Yours very truly.

6. Gentlemen:—Replying to yours of the 19th inst., we are pleased to offer you penny wire nails in car lots at \$4.20 rate, and in less than car lots at \$4.30. List goods we offer you at a discount of 60 and 10 per cent off inclosed list, f.o.b. Buffalo. Terms 60 days, or 2 per cent cash ten days.

Yours truly.

PAGES 141, 142.—TELEGRAPHIC

1. Dear Sir:—On the night of the 24th, please arrange to keep the Louisville Bulletin's day leased wire in service with all connections the same as in daytime. Report at what hour they discontinue using the circuit. Also say if any operators were furnished the Bulletin to man this circuit. Yours truly.

2. Dear Sir:—Referring to correspondence had relative to rates named the Democratic and Republican clubs at Florence, Tenn., I am now advised that when we offered both of these clubs schedule rates we were informed that they had accepted service from your company on more advantageous terms. Will you please advise? Yours truly.

3. Dear Sir:—Morgan & Co. ask if we can give them a wire either from Pittsburg or Norfolk to Atlanta. They also wish to reach Richmond and Charlotte. If there is no wire available for lease between those points, will you please say if you will construct one, and if so, advise on what terms. Morgan & Co. desire an early reply. Yours truly.

4. Dear Sir:—Please sever the connection between the shore wires leased to McDuffie & Co., from their office in the Ryder building, to the office of Merrill & Co. in the Jamieson building and from their office to the office of Lewis & Co. in the Burnett house, and arrange so that they can work these wires separately, commencing to-morrow morning. Advise when done. Yours truly.

5. Dear Sir:—Referring to the wire to be constructed for Monroe & Co., between San Francisco, Cal., and Sacramento, Cal., I have to advise that Sherman & Co. are to be their correspondents at the latter place. They are not yet prepared to give us the names of their correspondents at other points. As soon as we hear further from them I will communicate with you. Yours truly.

6. Dear Sir:—Enclosed please find renewal clauses in duplicate with the S. M. Wells Commission Company, of Nashville, Tenn., renewing their contracts for the use of wires, Nashville, Tenn., to Bowling Green, Ky., and in Nashville from their office in the Imperial building to an office in the Blandin building for one year, from October 29, 1900, and October 17, 1900, respectively. The office in the Blandin building, on the latter wire, is now operated by the Jackson Co., instead of A. W. Larson.

Will you please have one copy duly executed on the part of this company, returned for delivery. Yours truly.

7. Dear Sir:—Referring to your communication of the 29th inst., in regard to rates said to have been offered by our people to certain societies and clubs at Tusculumbia, our manager wires Superintendent Wilson that no such rates have been made; that we have contracted with the Turnverein for \$30; that the Akrons take messenger service for \$15; and that the Democratic Club arranged a week ago with our company at \$25, the club to furnish and pay its own operator, and do not make any allowance to them on account of their furnishing him. Yours truly.

8. Dear Sir:—Referring to your memorandum of the 26th ultimo, requesting that we give you the services of certain operators on November 13 and 14, I beg to advise that owing to the large number of operators required by us, particularly on the night of the 14th, it may be somewhat difficult for us to let you have operators Bauman at Logansport and Maddox at Marion. In this connection I would call your attention to the fact that there is no extra wire reaching the points named provided for your service on the dates in question. Please see my letter to you on October 20. Kindly answer, advising if you still desire the services of the two operators referred to, and if so I will look into the matter further and see what arrangements can be made. Yours truly.

9. Dear Sir:—Referring to your endorsement of the 7th inst., please find herewith assignment clause in duplicate, transferring from the Lloyd Commission Company to Hanford & Co., the lease held by the former for the use of the wire.

PAGES 143, 144.—BOOTS AND SHOES

1. Gentlemen:—Your favor of June the 4th is received. You ask us to make immediate shipment of the miners' shoes. We find that we have always made these goods specially for you and we should have to do the same again. It would take at least three or four weeks to put them through the works. We thought it best to write you before putting in the order. Yours truly.

2. Dear Sir:—In reply to your letter of Nov. 6 relative to a proposed settlement of judgment by W. H. Smith, we beg leave to reply that we do not care to consider it in any way. We will not recede from our proposition, namely, that we want \$250 in cash clear, the debtor to pay your fees and expenses. If this proposition is not accepted in ten days, you may tell him the matter is dropped. Yours truly.

3. Dear Sir:—We received a letter from you dated Nov. 3 asking us to send you some goods. Your order is for spring goods and we had not planned to ship them until December or January. Furthermore we do not feel it consistent to furnish goods while you allow your account to run overdue. We must have prompt settlement of our accounts to make them of value to us nowadays, on account of the low price of goods and the strong competition in business. Yours truly.

4. Dear Sir:—In reply to your letter of Nov. 2 if you will refer to our invoice of September last, you will find that it is dated October 1, thirty days. According to the terms on which these goods were sold the bills are now due. We had not planned to make any extensions, and therefore are not prepared to do so, though in this particular case we will wait until the first of December when we shall expect prompt settlement.

Yours truly.

5. Dear Sir:—Your favor through our Mr. Black is received and shipment made as far as possible. We are sorry to state that we do not have and are unable to procure at any of the jobbing houses the lady's shoe which you ordered. We were also entirely out of the child's shoes. We have plenty of the latter due us and shall be pleased to send with your other goods later if you desire us to do so. Yours truly.

6. Dear Sir:—We have your letter advising us that you received the package for which bill dated October 6 was sent by mail and we supposed you understood this was to take the place of the pair of shoes that were billed you Sept. 30. The package was sent by mistake to Buffalo, Minn., and we were obliged to have it returned; and the \$2 that you mentioned in your letter was meant as a credit for the bill of Sept. 30, but our receiving clerk neglected to credit you with the postage. We have, therefore, made an additional credit of 37c, which, with the \$2 already credited, will make a total of \$2.37 to balance bill Sept. 30.

Hoping this explanation will be satisfactory, we remain,

Yours truly.

7. Gentlemen:—In reply to your letter of recent date we beg leave to say that we have cancelled your order for the remainder of the goods due you as requested. We regret that the delay in shipping should have caused you so much inconvenience, but we have certainly tried our best to get these goods out. During August we have made changes in our stitching room so that we are now able to get out nearly double the quantity of goods we were formerly able to do, and are now in a position to fill orders promptly. Shipment of your goods would have been made the day your countermand was received. Yours truly.

8. Dear Sir:—You wrote to us Nov. 2 advising that you had returned to us on that date our entire shipment of Nov. 8, consisting of six cases, amounting to \$50.50, but we find on receipt of the shipment via the B. & O. R. R. that only four cases, numbers 2, 3, 5 and 6, have been returned, the contents thereof amounting to \$38.76. You will, therefore, see that you owe us for two cases which we have not received, and we conclude that you have decided to keep them. If you returned us more than the four cases we received, you should send us railroad's shipping receipt, so that we can send a tracer after such cases as are missing.

Please look into this matter and advise us regarding the same.

Yours truly.

PAGE 145.—SHEET STEEL

1. Gentlemen:—On Jan. 9 we quoted you on steel plates, and as yet have not heard further from you in the matter. We are exceedingly anxious to secure your business, and, in quoting, endeavored to make our offer an attractive one.

We shall hope to hear from you in the matter, and, thanking you in advance, are, Yours truly.

2. Gentlemen:—We have just wired you as per confirmation attached, regarding deliveries on your orders Nos. 15563, 16565 and 6. This is in reply to your message of Nov. 27. The delay was occasioned by the fact that we were unable to get information from the factory.

Your letter has just been received, dated Dec. 3, regarding orders Nos. 16565 and 6, and the dates given in our telegram above referred to, are the best that we can promise at this time. Very respectfully.

3. Gentlemen:—Referring to your letter of Nov. 30 in regard to order No. 16146, we send you herewith carbon sketches showing the manner in which our people now understand your customer desires the plates furnished. They have eliminated all curves and understand that he will shear these. On account of the quantity of the plates, they do not consider it advisable to proceed with their execution until they are advised that their understanding is correct, and ask that these sketches be approved and returned as early as possible. The dimensions enclosed in red have been assumed, and if any changes are required please have them made on the sketch before returning the same.

Yours truly.

4. Dear Sir:—We beg to acknowledge receipt of your valued favor of the 9th ult., with reference to price on punched sheets for a tank. In reply we are pleased to advise that we can furnish you with plates punched, rolled, and bent, for a tank 56 feet long and 25 feet wide, 46 inches high, made of $\frac{1}{4}$ -inch steel, and angle iron for top and bottom of tank bent, at price of \$85, f. o. b. New York. Terms, 10 per cent with order. Yours truly.

PAGES 146, 147.—IRON AND STEEL

1. Gentlemen:—We have your card of the 14th inst., about Diamond Harrow Tooth Steel, in your order 1537. We have this material in stock, and will ship promptly by local freight if you so direct. We have been holding to go in a car with other material. Yours truly.

2. Gentlemen:—On our new engine we should have two oil cups on main bearing in place of one. These oil cups should be one size larger than the one sent with the engine. The two oil cups on pillow block should be one size larger than those furnished.

Please give this your prompt attention, and oblige, Yours truly.

3. Gentlemen:—In order that you may have no mistake on your records in reference to coke shipments for us, we beg to advise that our order of Aug. 4 for 2 cars of egg size coke, and 2 cars of nut size coke for shipment Sept. 1 is still in force irrespective of what shipments you have made us, and what are to come forward on recent orders.

Yours truly.

4. Gentlemen:—Enclosed find sketch of pipe we desire you to ship to our works at Brooklyn Heights. They will send you a flange for one end of the pipe, which we wish you to bush and put on. On the other end you will kindly put a pair of new flanges with bolts. The works will probably send you the flange desired for one end by express to-day.

Yours truly.

5. Gentlemen:—We enclose our check for \$439.86 in settlement of your invoice of March 21st. We have deducted the cash discount, as we have been ready to pay this bill any time since receiving the bill.

While we were very much disappointed about the way the rubber peeled off the inner side of the belt, the belt seems to be working satisfactorily, and we pay the bill under your guarantee of Feb. 20.

Yours truly.

6. Gentlemen:—Your favor of the 14th inst. is received. When we advised you that we expected to be able to make shipment of your beams in June, we felt sure we could do so, but we have been more or less handicapped lately in our operations, owing to trouble with our boilers, and we have not produced the tonnage figured upon.

We will keep your urgent necessities constantly before us, and endeavor to make the delay as short as possible. Yours truly.

7. Gentlemen:—In reply to your favor of the 23d inst., we beg to say that we ourselves figured on nearly all the steel rails that are offered by roads running into Chicago, and we are not disposed to make you an offer, as we may be figuring direct on the same lot that you are. We would, however, be willing to figure with you on rails that you have at Detroit or Buffalo. Likewise we beg to state that we do not, and have not, figured on any Michigan Central rails, and if you are receiving any from this road, we would be pleased to figure with you on same, providing you have named your price delivered here. Yours truly.

8. Gentlemen:—Your specifications of the 15th inst. are received and entered for December shipment.

We are not getting up entirely new rolls for single bead track, but with new passes on the rolls we have now a result which we know will be satisfactory to you. We are now at work with an entirely new set of double bead rolls, which we expect to have ready for use about the middle of December or sooner. We are endeavoring to reduce the weight of the double bead to about 1.85 to the foot, and we think we shall be successful. We shall not, however, be able to send you a sample until we put the rolls in order for the first time, which will be when we are ready to roll your order. Yours truly.

9. Gentlemen:—We have entered no definite order from you for beams, as you have not given us any shipping instructions. We have on our books only a contract to furnish you with 1200 to 1500 beams.

Yours truly.

PAGES 148, 149.—OIL

1. Dear Sir:—We enclose herewith our check No. 334 on the National Bank of this city, for \$1,233.00 in settlement of your invoices of March 7 and 8, for two cars of lard oil.

Please receipt and return the enclosed voucher and oblige,

Yours truly.

2. Dear Sir:—Enclosed we hand you charge memorandum for \$8.00, to cover switching on four cars lard oil at \$2.00 per car, shipped via your line.

Kindly have same vouchered in our favor, and oblige,

Yours truly.

3. Dear Sir:—Enclosed we hand you shipping ticket and copy of invoice, covering shipment from here on the 31st ult., in M. P. car No. 672, of axle grease and varnish in pails and cases, consigned to your care at Newton. Please have the car unloaded promptly and billed back to point from which shipment was made, via route shipped south, and oblige,

Yours truly.

4. Dear Sir:—In compliance with your request in your favor of the 31st ult. we enclose herewith expense bills for switching, \$3.00, and freight and transfer, \$17.02, covering T. W. car No. 876, amounting in all to \$20.02, which was deducted by us from the enclosed credit, leaving total amount of same \$63.50. Yours truly.

5. Dear Sir:—Referring to A. M. and F. tank car 660, which was shipped from Quincy to Springfield, Jan. 6, and was ordered sent to Marshall Mills for a load of linseed oil, we beg to advise that this car met with an accident on the 'Frisco road, and contents were transferred into B. T. car No. 359, which will not be available for your service until repaired. Yours truly.

6. Dear Sir:—We beg to advise that N. P. R. car No. 5320 was received by us on the 10th inst. from which 37 gallons of gasoline had been lost by leakage from two barrels, one barrel having a worm hole in the head and the other an air hole in the stave near the bung.

Kindly favor us with credit covering this loss and oblige,

Yours truly.

7. Dear Sir:—Enclosed please find letter of 5th inst., from J. M. Donald, Lafayette, La., asking for shipment of ten barrels castor machine oil, and enclosing check for \$31.25, to cover shipment made on Mar. 3.

Although addressed to us here, we assume it is intended for you, and so forward it to you. We find the amount shown on our trial balance due from this party is \$31.25, which agrees with the check above mentioned. Yours truly.

8. Dear Sir:—We enclose herewith our claim, No. 523, amounting to \$63.50, for freight overpaid on shipment of P. M. tank car No. 672 containing barreled gasoline consigned to us here from Kansas City, via your line. The weight of this car, as per bill of lading, was 45,300 pounds, net, but we are advised that shippers made a mistake in entering this weight, and same should only be 35,300 pounds. We, therefore, request that you favor us with a check to cover the difference, and greatly oblige,

Yours truly.

9. Dear Sir:—We have your order of the 2d inst., enclosed in your letter of that date, calling for shipment to James & Blanke, Benton, Ill., of 60 barrels refined petroleum. We note the price at which you have made the sale and regret that you have allowed so small a margin for profit in the transaction, but inasmuch as you have made the sale and desire to hold the trade of those parties, this being your second sale to them, we will make the shipment on terms stated, but in future please see that you allow more profit.

PAGE 150.—WHOLESALE GROCERY

1. Dear Sir:—We have decided not to interfere with arrangements which were made last year, and which we are still working on to increase our trade in the countries you are interested in. We are very much obliged to you for the offer of pushing our goods and our brand, and may perhaps be glad to avail ourselves of your services on some future occasion. We will, therefore, keep your valued address before us, and when we see an opportunity of trading through you shall be pleased to avail ourselves of it. Yours truly.

2. Dear Sir:—Your favor of the 24th inst. received. We have been selling the Philadelphia make of potato chips, and had a box sent you yesterday; they cost us 18c in Philadelphia. We can get them made here in Chicago and in Wisconsin that cost about 16c, but we make no guarantees of them. We have handled these Philadelphia chips for three or four years, and do not remember that we ever had any of them returned. If you want to sell any of these at 18c, do so, but I think when you see the sample that we sent you and show it to your trade that the majority will prefer to pay a little extra. These cost us, laid down here, just about 19c. Very truly yours.

3. Dear Sir:—I have succeeded in buying a few cases, I do not know just how many, of small fish. They are not here yet, but the size of the fish is from 14 to 20. The tin I saw was pretty good, costing \$7.87 in New York, about \$8.00 laid down here. There is no key on these, but I have a few more, 16-20 fish, cost \$6.95 in New York, about \$7.10 here.

Your letter of the 25th inst., in which you say that you had received the sample of sardines, came a little too late; we sent you another case yesterday. You had better suggest to the hotel people that they pay the expressage on this lot.

PAGES 151, 152.—COMMISSION BUSINESS

1. Dear Sir:—Enclosed I hand you account sales for five boxes of butter with check for \$56.18, which I hope will be satisfactory. I wish you would increase to 8 boxes with your next shipment. Thanking you for favors, Yours truly.

2. Gentlemen:—In answer to your letter of the 25th inst., regarding lemons, will say I am not in the market for any lemons of that grade. If I can buy a car of Old Glories, extra fine fruit, at the right price, I might give you an order. Yours truly.

3. Gentlemen:—The reason I wired you to divert the car was that oranges are piling up, and not moving. The orange trade seems to have chopped right off. I thought best to have you divert the car, for I am satisfied if it comes in here on top of stock that I already have, it will result in a loss to Yours truly.

4. Gentlemen:—Would be pleased to have you ship me on receipt five 60-lb. tubs of your best creamery butter at Elgin board prices. If this butter gives my trade satisfaction, I can give you standing order for a large amount for regular weekly shipments. Will forward you check promptly on receipt of goods.

Awaiting your early reply, I remain, Yours truly.

5. Dear Sir:—Yours of the 22d inst. at hand and noted. In answer to same I would say that if you had shipped the three barrels by express, as I expected you would, instead of the six barrels, I would have been satisfied, and would have made no complaint, but instead of this you not only expressed the three barrels but the six also. I think I am justified in having overcharge refunded to me, and shall expect you to do so at your earliest convenience. Yours truly.

6. Dear Sir:—Your favor of the 17th inst. at hand and carefully noted. I am sending you to-day 50 empty cases, and you may fill them at 11c. This price is rather higher than I want them to cost, but we will start in at that, and can, no doubt, get down a little later on. See that you pack excelsior or straw on top of the cases, so as to prevent any breakage. Get all you can, but be careful that you take no more dirty eggs than you can help. Yours very truly.

7. Gentlemen:—I am very glad to note on your postal card of the 20th inst. that you have diverted the car of lemons. California lemons are being offered so cheap in this market that it is almost impossible to get a decent price for a foreign lemon. I have two or three cars of foreign lemons stacked up in my house now that I will probably have to sell at a loss in order to move them. The majority of the trade out here prefer the California lemon, and, when they can get it, they will not take any of the foreign ones. I dislike very much to turn away any cars, but knew it was much better for you to give it to some one else.

Yours truly.

8. Dear Sir:—Your letter of the 20th inst. is received, and in reply I beg leave to say that I have made inquiries to-day and can find nobody here who knows anything about Mr. Jones shipping any eggs, or who has given him orders to buy any. I am positive he has had no authority to buy eggs for me this season. Of course I should know better than to have two buyers in the same place.

The market is firm here, and you may buy for me to cost 12c net on track there. If you can not buy at this figure please let me know at once what you can buy at and I may be able to raise my bid, if it becomes necessary. Yours truly.

PAGES 153, 154.—RAILROAD

1. Dear Sir:—Referring to the attached, it is my understanding that shovel was to be returned to this division in as good condition as when it was delivered. Shovel was thoroughly overhauled at the shops just previous to our sending it, and the repairs which were made upon its return were such as were necessary to place it in as good condition as it was before. Yours truly.

2. Dear Sir:—Our coal car No. 5065 was delivered to you Apr. 5. Under date of Apr. 16 we requested you to give this car prompt release and deliver to proper connections for home. But this request has not yet been complied with. We will repeat the same and expect you to release car and start it for home immediately.

Kindly let us hear from you regarding same and oblige,

Yours truly.

3. Dear Sir:—The agent at Huntington advises that no mail was delivered on train No. 2, December 30. He states that pouch was placed on crane fifteen minutes before arrival of train, and after train had passed, the pouch was found near the crane. He does not know whether the pouch was knocked down by mail catcher or blown down by the wind.

Yours truly.

4. Dear Sir:—I enclose herewith a blank form for reporting the cost of new steel. Please fill out this blank for the month of January, showing the quantity of material used and the cost of section labor. As a portion of this work will not be completed this month, make similar reports each month until the work is finished.

I also send you a form for reporting the cost of re-laying the steel rails taken up from the main track, which please fill out and send in as the work is completed. Yours truly.

5. Dear Sir:—I wish to prepare a statement showing the total number of frogs and switches of each kind and weight in the main and side tracks, also the number of each kind of stand in use, and, in order to do so I have prepared a blank form to be sent to each of the section foremen. I wish you would distribute these and have the information entered on the blanks and returned to me. Yours truly.

6. Dear Sir:—If we are going to use the rib flats for hauling cinders for any length of time, I would suggest that we increase the height of the side boards to about 24 inches, and instead of depending on iron straps to hold the side boards in position, put about four pockets on the side of the car with stakes fastened to a chain, so that they can be dropped into the pockets after the side board is raised and knocked out releasing the boards. The additional height of the side boards would enable us to haul about twice the amount of cinders, reducing the number of cars to be handled. Yours truly.

7. Dear Sir:—Referring to your letter of the 19th inst., which, by the way, only reached me on the evening of the 22d, rather slow mail service between your office and mine, I do not see that the minimis you demand need, in any way, interfere with your manifesting the shipments through from Hamilton on our continental line way-bill face. You could arrange in apportionment coal to take your minim proportion to Winton Junction and show the C. C. and B.'s and the B. & I.'s proportions in a consolidated amount on way-bill. Will you please so instruct? Kindly advise of your action. Yours truly.

8. Dear Sir:—Again referring to the delivery of P. C. C. & St. L. cars 4409 and 61255, as per yardmaster's Junction report of May 26, 1899, and my letter of inquiry of the 4th inst. attached, to which you reply that former car is charged to L. N. A. & C. and the latter to L. E. & W., I desire to state that several days ago Yardmaster Pratt advised me that these cars should not appear on his report, as they belong to the L. N. A. & C. I note from memorandum herewith attached, addressed to you, that only one of the cars should be charged to the L. N. A. & C. I hardly understand why information relating to these cars should conflict. Please investigate further and have the matter fully explained. If the former information given by Mr. Pratt is correct and the latter is incorrect, or vice versa, we can not altogether depend upon his records of cars moved. I trust the importance of the case will be impressed upon Mr. Pratt to such an extent that it will not again be necessary to direct his attention to conflicting statements. Yours truly.

PAGE 160.—LEGAL AND INSURANCE

1. Gentlemen:—In reference to your claim against W. L. Binford, of Maysville, Ky., we beg leave to say that our correspondent writes us that the freight bills which you furnished do not cover the bill of July 12 for \$24.50. The receipts you furnished us show dates of May 16 and August 4, but no receipts of July 12 or about that date.

Kindly see if you can find a receipt to cover this bill.

Yours very truly.

2. Dear Sir:—I am just in receipt of New York exchange for \$142.50, covering premium on your policy 186692, due Nov. 2. You had thirty days' grace on this policy, and the same expired Dec. 2. If you will furnish us satisfactory evidence of good health, we shall be very much pleased to reinstate your policy. I return you herewith draft which we will accept provided you pass a satisfactory examination.

Yours very truly.

3. Gentlemen:—Since hearing from you concerning the matter of the Lake City National Bank against V. T. Hansel, we have had several interviews with this debtor. He says it is impossible for him to make payment upon this note before March 1, but assures us that at that date he will pay \$350, and will make monthly payments of \$50 until the debt is fully paid.

Inasmuch as the claim can not be enforced by suit, Hansel being execution proof, we think it is advisable to settle the matter in this way, and we suggest that you have your client authorize us to close the matter on this basis. In view of the fact that this claim will be long drawn out and the difficulty of obtaining payments, we believe that a larger fee than the usual 10 per cent should be arranged for, and we trust you will make such arrangement with client.

Awaiting your advices, we remain, Yours very truly.

4. Dear Sir:—Answering your letter of the 20th inst. we must say that we can not continue your risk, as your policy has expired. If you had kept your policy we would have continued your risk whether you were railroading or not, but under our rule we can not renew it.

Yours truly.

PAGE 161.—COURT TESTIMONY

In the Circuit Court of the United States

For the Northern District of Illinois.

October 12, 1902.

In Chancery.

| | | |
|--------------------------------------|---|-----------------------------|
| Josiah Comstock | } | Bill to Foreclose Mortgage. |
| vs. | | |
| James Johnson and Sophronia Johnson. | } | |

Testimony taken before Ezra B. Smith, Master in Chancery of said Court, pursuant to an order of reference therein.

Present: Mr. James Mason, Solicitor for Complainant,
Mr. George Rogers, Solicitor for Defendants.

JOHN H. KING

a witness called on behalf of complainant, being first duly sworn, testified as follows:—

DIRECT EXAMINATION

by Mr. Mason.

Q. Please state your name, age, residence, and occupation.

A. John H. King; 44 years; Chicago; real estate agent.

Q. Do you know the parties to this suit, and if so, how long have you known them respectively?

A. I have known the complainant for sixteen years, and the defendant about four years.

Q. Look at the paper now shown you, and state what it is.

A. This is a note for \$10,000, dated January 1, 1885, made by the defendant, James Johnson, due three years.

PAGE 165.—COURT TESTIMONY

Circuit Court of the United States

Northern District of Illinois.

Winston

vs.

The City of Chicago.

WARREN P. ADAMS

a witness called on behalf of the plaintiff, being first duly sworn, testified as follows:—

DIRECT EXAMINATION

by Mr. Fuller.

Q. Where do you reside, Mr. Adams?

A. Crystal Lake, McHenry County.

Q. Did you ever live in the city of Chicago?

A. Yes, sir.

Q. For how long, and at what time?

A. I came to Chicago in '57, and stayed here until ten years ago.

Q. What was your business during the time you lived in Chicago?

A. Manufacturing brick.

Q. Are you familiar with the section of the city known as Canalport?

A. Yes; made brick on it twenty years.

Q. Did you ever have any other business pertaining to Canalport, other than the manufacture of brick?

A. Yes, sir.

Q. What, if you please?

A. I took charge in 1863 of Mr. J. Pierson's property, in section thirty.

Q. That is Samuel J. Pierson?

A. Yes, sir.

Q. How much property did that include in a general way?

A. Well, I can't tell you how much,—all the property that he owned there; he took me around the—

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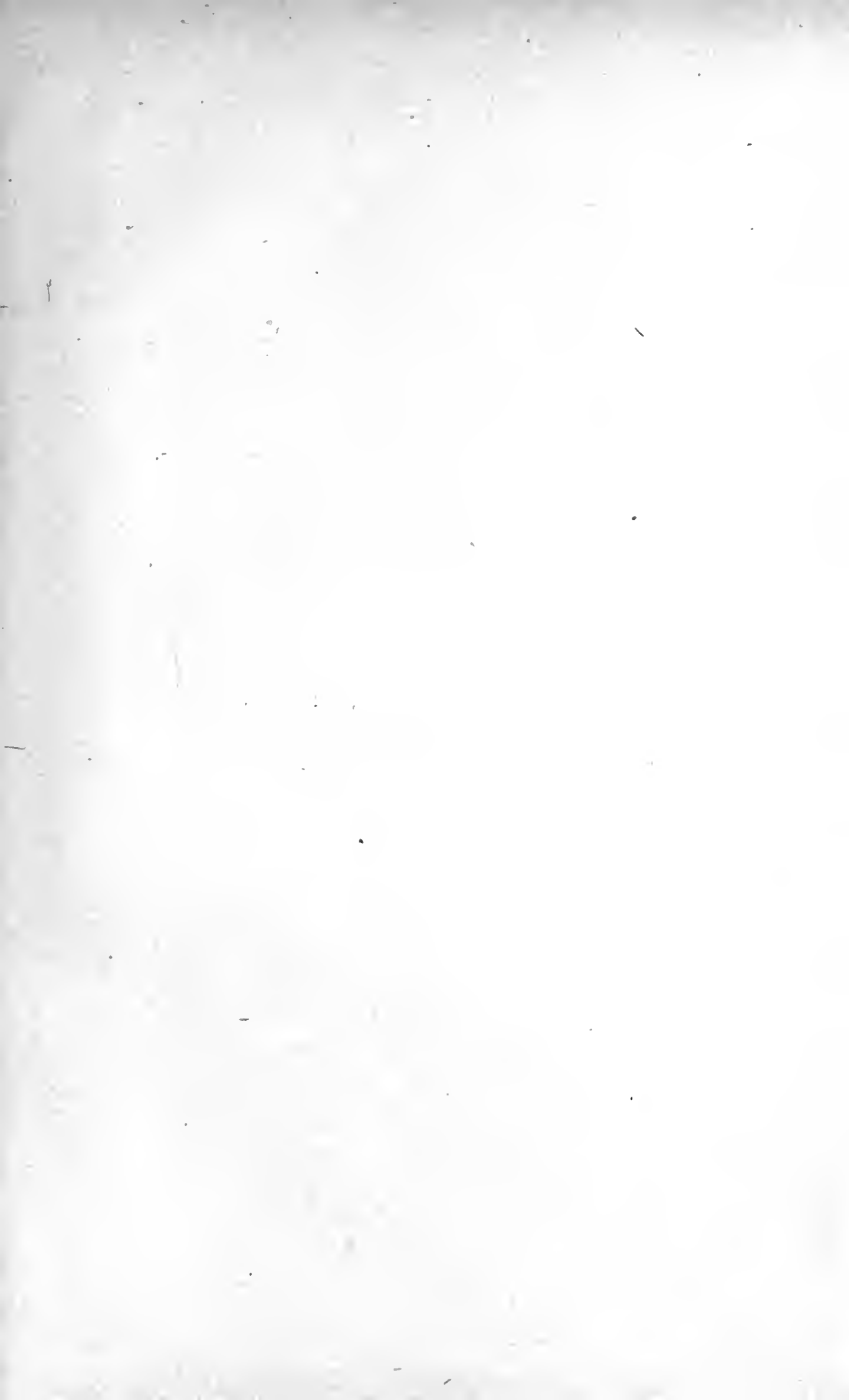
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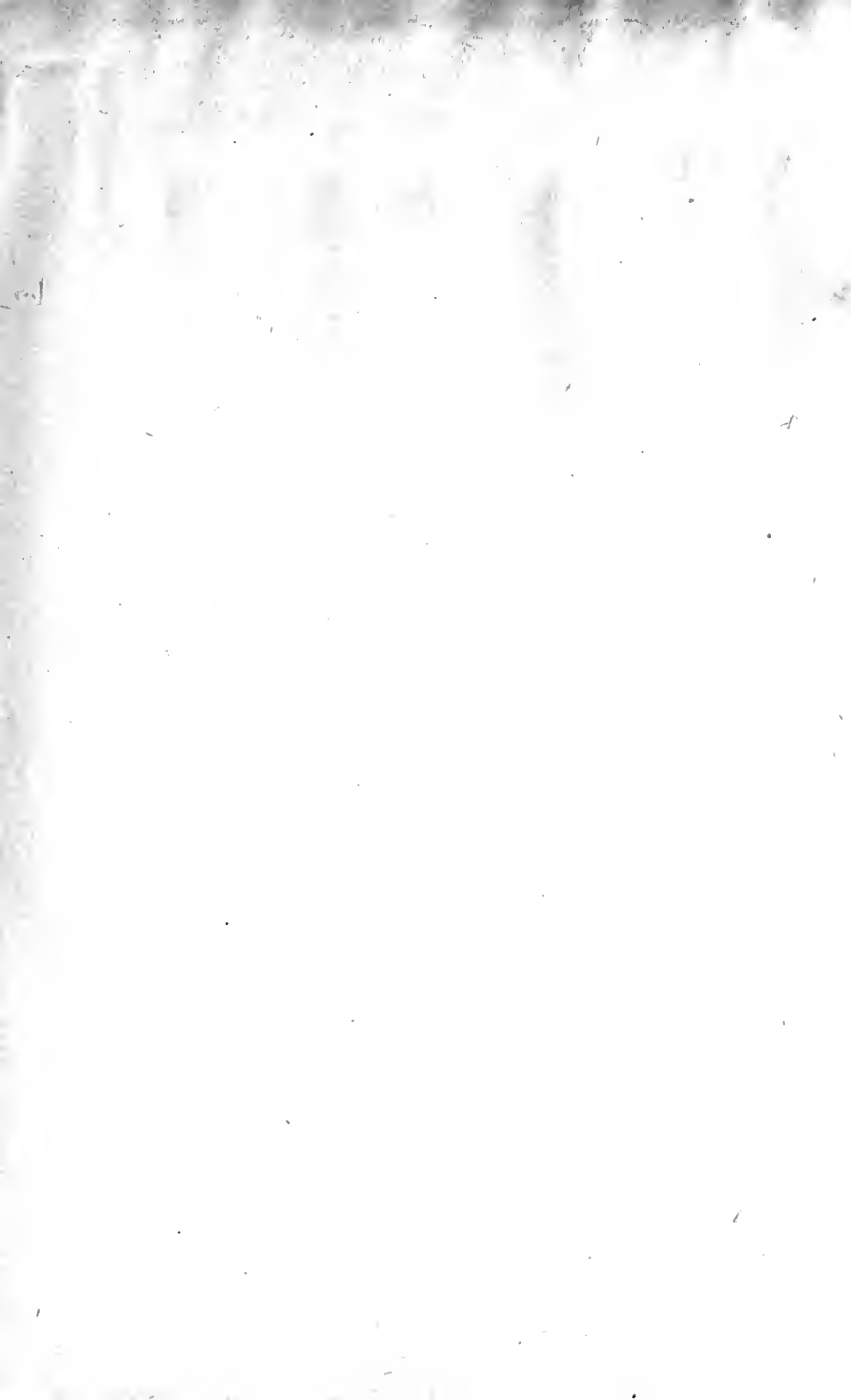
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